

JOB DESCRIPTION

TITLE PARALEGAL

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Graduation from an American Bar Association approved legal assistant program with four (4) years of legal assistant experience; or certified legal assistant designation with four (4) years legal assistant experience; or any equivalent combination of training and experience which provides the required knowledge skills and abilities for this position. Knowledge of research tools to obtain access to federal, state, county, municipal, common and constitutional law affecting local government, including ordinances. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. Demonstrated ability to perform current computing technologies and software applications appropriate to the position's job responsibilities. Demonstrated ability to perform multiple tasks in a fast-paced executive office.
Language Skills	Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
Mathematical Skills	Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagram, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO School Board Attorney/District General Counsel

GENERAL RESPONSIBILITIES

1. Provides legal assistance to the school district's legal staff.
2. Performs preliminary witness interviews and legal research.
3. Drafts legal documents under the general supervision of the School Board Attorney/District General Counsel.
4. Performs legal tasks which require the application of independent judgment and knowledge of laws, rules and regulations, policies and procedures.
5. Exercises initiative and tact in dealing with other employees and with the public.
6. Exercises managerial responsibilities as directed by the School Board Attorney/District General Counsel.

SPECIFIC RESPONSIBILITIES

1. Serves as liaison with other legal department attorneys and staff.
2. Interacts and works with the various departments.
3. Handles inquiries about the existence of School Board policy.
4. Maintains policy index, legal opinions, brief bank and law library.
5. Compiles and maintains documents, court opinions, files and other items as needed in performance of work and as requested by attorney.
6. Gathers and analyzes information.
7. Drafts, organizes and digests legal documents.

8. Prepares preliminary drafts of pleading for review by attorney.
9. Researches legal issues through legal reference books and modern computerized databases.
10. Prepares and organizes exhibits and trial folders.
11. Coordinates and schedules witnesses, documentary evidences, prepares notices, subpoenas, and other pre-trial preparation activities for attorney in litigation matters.
12. Attends trials, depositions or other legal proceedings with attorney to assist as needed.
13. Summarizes depositions for review by attorney.
14. Prepares preliminary drafts of legal documents, e.g. contracts, ordinances, proclamations, and resolutions for review by attorney.
15. Reviews and/or analyzes legal documents for attorney.
16. Researches public records.
17. Abstracts, prepares, digests, and indexes various materials that have been compiled.
18. Locates and analyzes relevant statutes, regulations and court cases.
19. Summarizes depositions, interrogatories, and testimony for review by attorney.
20. Prepares real estate transaction documents for review by attorney and attends real estate closings to assist attorney as needed.
21. Examines title and bond documents.
22. Conducts statistical and documentary research for review by attorney.
23. Prepares drafts of pleading and briefs for review by attorney.
24. Works with legal secretary on coordination and planning of attorney calendar.
25. Drafts, receives and processes writs of garnishment and other pleadings or writs under supervision of attorney.
26. Prepares board reports, compiles backup documents as necessary and follows up with Board Secretary to complete and maintain records of Board Action.
27. Follows adopted policies and procedures in accordance with School Board priorities.
28. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.

29. Performs all assigned duties timely, efficiently, and ethically.

30. Performs other duties as assigned.