



## PARALEGAL

### GENERAL RESPONSIBILITIES

Under the direction of the School Board Attorney, the position is responsible for performing complex paralegal/legal assistant work of a technical and frequently confidential nature in the Office of Legal Services.

### ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepare correspondence and legal papers, performing research as necessary; draft legal documents and court orders at the request of an attorney or on own initiative; and create indictments and jury instructions.
- Assist attorneys in case preparation, hearings, and trials.
- Perform legal and non-legal research and performs preliminary analysis of information as requested
- Coordinate hearings, depositions, and appointments for matters in which the School Board is a party.
- File court documents in federal, state, DOAH, and appellate courts.
- Maintains attorney calendar and case/project timelines.
- Prepares and maintains trial folders and exhibits.
- Interview witnesses and documents, maintain and protect evidentiary materials.
- Maintain legal and case files.
- Daily updating of database to reflect correct and current docket information.
- Liaison with schools, school departments, courts, and outside agencies.
- Perform related work as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge of paralegal/legal assistant practices and procedures, legal terminology, and legal research; state and federal justice system; federal, state, and local law enforcement organizations, and federal and state court system. Must be skilled in word processing, operating transcription equipment, interviewing witnesses, and conducting legal research. Must have the ability to communicate orally and in writing; operate a keyboard with accuracy and speed, work independently, perform basic research and analysis, and work well under pressure. Must be able to sit and operate a computer for an extended time, up to five (5) hours per day.

### EDUCATION AND EXPERIENCE

**Required:** Any combination of education (above the high school level) and/or experience equivalent to five (5) years in fields utilizing the required knowledge, skills, and abilities associated with such positions as a Paralegal or Legal Assistant.

**Preferred:** Associate degree in Paralegal Studies or related field required; bachelor's degree in Paralegal Studies.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of a valid driver’s license.
- Regular and reliable attendance is an essential function of this position.
- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or School Board or School Division-wide emergencies.