



Paralegal Specialist



Job Overview

The purpose of this job is to perform specialized paralegal functions and to provide support to the Office of General Counsel. Duties and responsibilities include preparing, reviewing, disseminating, and/or filing correspondence and reports; screening calls, organization and scheduling of appointments and meetings; and research.

This job reports to the General Counsel.

Job Functions

- Drafts and disseminates routine documentation, letters, memoranda, forms, reports, and confidential correspondence as needed and requested.
- Responds to routine and confidential requests for information or assistance from local and state officials, law enforcement agencies, members of the staff, the public and individuals. This includes collecting and compiling redacted public records requests and managing the viewing and payment of these requests.
- Gathers, analyzes, and researches statutes, decisions, legal articles, codes, documents, and other pertinent sources.
- Assists General Counsel in drafting, revising, and reviewing policies and standard operating procedures.
- Responds to routine inquiries from school administration and District leadership.
- Assists with tracking status of external claims and litigation handled by outside legal counsel.
- Assists with collecting information and documentation when General Counsel is responding to Federal or State agency inquiries, complaints, or claims.
- Responsible for general office organization, maintenance, tracking and filing of legal files to include ADA, EEOC, THRC, OCR matters, employee grievances, and internal investigations.
- Manages paper and electronic information storage and retrieval.
- Manage the Office of General Counsel calendar, schedule, and travel.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Work is performed in a standard office environment.

Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Physical Requirements: Must be physically able to operate a variety of office machines, which includes a computer, printer, facsimile machine, copy machine, tape recorder, transcriber, calculator, and telephone. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Physical demand requirements are at levels of those for active light work.



Qualifications

Minimum experience: Relevant experience

Minimum education: High School Diploma or equivalent

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Bachelor's degree preferred
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of state and local laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- Strong verbal and written skills, excellent time management skills, flexibility, and the ability to maintain high level of confidentiality with all communications related to duties.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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