



Paralegal



Job Overview

The purpose of this job is to perform legal support functions and provide assistance to the Office of General Counsel. Duties and responsibilities include preparing, reviewing, disseminating, and/or filing correspondence, reports, and legal documents; 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.
- Conduct legal research on diverse topics.
- Assist General Counsel with various legal matters, including litigation.
- 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.
Bachelor's Degree preferred.
Paralegal certification preferred.

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

- 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.
- Skill in time management.
- Skill in problem solving.
- Ability to interpret information from a variety of sources and create consistent, accurate, and useful documents.
- Ability to adapt to changing work priorities; communicate with diverse groups; and work as part of a team.
- Ability to maintain high level of confidentiality with all communications related to duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

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

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.