



SUPPORT SPECIALIST

PARALEGAL

JOB DESCRIPTION

JOB TITLE: Support Specialist Paralegal
REPORTS TO: Office of the General Counsel
LOCATION: Education Support Services

FLSA STATUS: Non-Exempt
PAY GRADE: SAT-08
DAYS: 260
JOB ID & DATE: SAT-21 | July 2023

JOB PURPOSE SUMMARY

Under direction of the General Counsel, and other legal counsel and staff in the Office of the General Counsel, assists in coordinating the work of one or more of the principal legal functions of the office, such as policy, employment and operations, special education, student civil rights, subpoena and records requests, procurement and contracts, and land use; conducts legal research; prepares training, meeting, hearing, or other legal project materials; assists with responding to legal questions in one or more of the primary legal functions of the office; assists with drafting and filing court pleadings; assists with investigations and the preparation of responses to agency complaints; monitors state and local board hearings, developments, and related legislation; and collects and analyzes data.

REQUIREMENTS

Education Level Details

Associate's Degree
Bachelor's Degree preferred

License / Certification Required

Courses in paralegal studies or pre-law from an accredited college or university, or paralegal certificate desirable.

Work Experience Required

Minimum of 5 years experience preferred.

Other Skills and Abilities Required

- Thorough knowledge of litigation support and/or procedures/legal requirements of any one or more of the principal legal functions of the Office of the General Counsel.
- Knowledge of Adams County Public Schools organization and structure, policies and procedures, and related laws and regulations.
- Ability to analyze and interpret federal, state, and local laws. Familiarity with using standard online legal research sites such as WestLaw or LexisNexis and court sites such as PACER and ICCES.
- Ability to track state legislative policy that might affect the school district.

- Knowledge of Windows operating systems and Microsoft Office Suite. Ability to work effectively with others.
- Ability to collect, analyze, and interpret records and data relative to administrative and court hearings or investigations.
- Ability to handle highly sensitive information and maintain confidentiality.
- Excellent oral and written communications and human-relations skills.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Establish system for receiving and responding to requests for records, including requests related to litigation, Colorado Open Record Act requests, and subpoenas. Coordinate and prepare responses to requests for supervisory attorney's review and approval.
- Research specific issues and coordinate and refer to appropriate departments. Research legal questions/problems through various legal resources. Prepare pleadings. Attend/assist in court matters.
- Track and maintain files for grievances, court cases, and all litigation. Schedule deadlines. Prepare case updates.
- Research, update, and draft responses for supervising attorney's review and approval to school questions about subpoenas and court orders, including custody orders.
- Monitor/manage truancy issues for reporting to supervisory attorney.
- Prepares and reviews responses to legal requests through the review and compilation of student educational records, personnel records, and/or gathering additional information from school staff members.
- Gathers documents and conducts staff member interviews as needed.
- Prepares materials for hearings, meetings, mediations, arbitrations, and other legal presentations and training.
- At the request and with the oversight of supervisory attorney, prepares and proofreads legal briefs, depositions, memoranda, cover letters, pleadings, and other legal documents based on written notes, drafts, and verbal instructions; formats and organizes materials in accordance with standard legal practices; assists in preparation of paper and electronic filings.
- Assists with the development, revision, and rescission of forms, policies, and regulations.
- Researches and compiles documentation as requested by legal counsel and staff

- Assists with the interpretation and application of policies and regulations as it relates to system initiatives and processes.
- Calls court clerks and other offices or organizations for logistical information regarding filings or pending matters.
- Works with the Secretary of the Board to prepare formal packages going to the Board of Education and/or Superintendent for action, which involves assembling all required documents, edits and correcting materials, preparing charts, tables, and memoranda.
- Attends meetings, takes notes, and prepares written materials from meeting notes.
- Proactively communicates the status of work.
- Maintains attorney-client privileged notes regarding potential resolution and/or strategies for settling any complaints filed against Adams 14.
- Produces reports, charts, and other materials using numerous data management techniques to enter, edit, print and file information; develops and maintains and updates electronic databases.
- Performs related duties consistent with the scope and intent of the position.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____