Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Paralegal**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Support Services Administrative**	Pay Range:	**SS70H**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**34105**

SUMMARY: Responsible for performing paralegal services and providing administrative support to the General Counsel. Provide clerical and research support services including document preparation and review of District policies, contracts, and other legal documents; interviewing clients and witnesses; and research, investigations and fact checking.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist with the organization and management of requests for records, including requests related to litigation, Colorado Open Records Act requests, and subpoenas. Coordinate and prepare responses to requests.
2. Provide general administrative support to the General Counsel and legal department.
3. Intake of legal questions from administrators and staff. Research specific issues, coordinate and refer to appropriate departments and assist with responding to legal questions.
4. Proofread and edit documents under supervision of General Counsel; edit and finalize legal opinions, briefs, and other legal documents to accuracy, format, and content.
5. Assist General Counsel in providing information regarding routine legal questions. Confer with General Counsel to present and resolve difficult problems or questions.
6. Prepare drafts and final products of Board Policies, District policies, and administrative guidelines for distribution to the Board of Education, Superintendent's files, District website and schools/departments.
7. Prepare submissions to the Board of Education meetings from legal department, which involves assembling required documents and drafting and editing coversheets.
8. Track and maintain files for grievances, administrative complaints, and litigation matters. Schedule deadlines. Prepare case statistics and updates.
9. Research, update, and respond to school questions about subpoenas and court orders, including custody orders.
10. Conduct confidential paralegal functions such as preparing and filing documents in various courts and conducting witness interviews.
11. Monitor periodicals, statutes, regulations, judicial opinions, etc.; apprise General Counsel of contents as pertaining to specific lawsuits or administrative hearings; maintain General Counsel's law library and other research tools.

12. Provide budget analysis, tracking, and support for internal and external legal costs.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in paralegal studies or related field required
- Minimum of five years as a legal assistant or paralegal

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Paralegal certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Understanding of legal language and principles, research methods, court pleadings and processes, and other related legal matters
- Knowledge of and ability to use techniques and methods of legal research and technical legal writing
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities, time management skills with ability to meet deadlines
- Ability to manage multiple tasks with frequent interruptions
- Ability to handle sensitive and/or stressful situations with tact, diplomacy, and confidentiality
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Westlaw and/or Lexis-Nexis electronic research and filing systems
- Operating knowledge of and experience with federal and state e-filing and court records systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	General Counsel	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	

VISION DEMANDS:	Required
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	