



T U L S A

PUBLIC SCHOOLS

Job Title: Paralegal
Department: Chief of Staff
Reports To: Staff Attorney
Grade: CA-16
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: November 19, 2015
Overtime Status: Non-Exempt

Position Summary: Assist staff attorney with legal research and prepares reports and legal documents. Assist staff attorney with contract and file management duties.

Minimum Qualifications:

- Associate of science degree, degree in paralegal studies, or legal administration degree.
- Certification as a paralegal by a program approved by the American Bar Association.
- Five years successful experience in the legal field.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist staff attorney with legal research and prepare reports and legal documents by:
 - Using legal and other resources to investigate assigned subjects.
 - Developing data and preparing pleadings, reports, or memoranda that are related to problems assigned to study.
 - Preparing fact analyses and assembling complicated packages of documents and other materials.
- Performs support duties for staff attorney by:
 - Screening and/or responding to telephone requests for legal advice, district policy, case law, pertinent sections of legal codes, etc.
 - Assisting with contract management duties by maintaining the district's central contract filing system.
 - Scheduling interviews and meetings.
 - Drafting, editing, filing, and locating correspondence, legal opinions, and court decisions as requested.
 - Assist in organizing and maintaining filing system for matters handled by staff attorney
 - Assisting in maintaining a docket and calendar to show the status of pending litigation, requests for legal opinions, and other matters submitted to the Staff Attorney, and reminding staff attorney of deadlines for preparing litigation and responding to subpoenas, court orders and other matters.

- Taking minutes at meetings as necessary.
- Preparing indexes, fact memos, and transcript and deposition summaries.
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- Working with outside law firms, when required, to assist with discovery and other matters with district staff, including but not limited to document and witness preparation.
- Performs related duties as assigned.

Skills and Abilities Required: The following characteristics and skills are important for the successful performance of assigned duties.

- General legal knowledge
- Ability to maintain a high degree of confidentiality
- Ability to creatively and proactively problem solve
- Ability to maintain a high degree of professionalism when dealing with parents and patrons and the general public.
- Organization
- Knowledgeable in the use of West Law, Lexis/ Nexus, Excel and PowerPoint
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Supervisory Responsibility:

- None

Working Conditions

- General office environment
- May require occasional travel to various district sites and other local travel.

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