

CLASSIFICATION SPECIFICATION

Paralegal

FT/PT Class Code: 3071, 3571 Pay Grade: B/C 12 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for performing para-professional legal work in support of the Chief Legal Counsel of the College. Work includes the responsibility for: gathering information through extensive interviews of staff, administrators, and/or other individuals; ensuring files contain complete/accurate information/documents; reviewing and commenting on proposed legislation; reviewing contracts for compliance with College policy and preparing and reviewing agreements; maintaining case files; preparing various legal documents such as pleadings, responses and memorandums of law; providing guidance to administrators regarding compliance with state and federal laws and regulations and College policies; and researching law sources such as case law and judicial decisions, statute law, codes and regulations pertaining to human resources issues, corporate law, higher education, etc.

NATURE AND SCOPE:

An incumbent in this position reports to the Chief Legal Counsel. This position performs para-professional legal work involving the complex and ever-changing state and federal laws related to both the student and employee populations. Typical contacts include senior executive and management staff, employees throughout the College, officials at other State agencies, private attorneys, and Deputy Attorneys General, officials from other educational institutions, representatives of the federal government, consultants, students, and the general public.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Interviews involved parties to gather information for completion of various legal/court documents and to gather evidence for case preparation. Assists with preparation of legal pleadings for administrative bodies and hearings, e.g. briefs, affidavits, etc.
2. Conducts legal research using the Internet and other sources. Reviews and summarizes legislation, including drafting proposed revisions to legislation.
3. Reviews contracts for compliance with College policy; prepares and reviews routine legal agreements. Assists in the drafting and review of College policies.
4. Receives inquiries from administrators and provides guidance regarding compliance with laws, rules, regulations, and College policies (e.g. employment law, FERPA, ADA, FMLA, etc.).
5. Maintains case files, ensuring that the files contain complete and accurate information. Prepares, identifies, organizes, and maintains documents.
6. Responds to subpoenas, including drafting and sending letters to attorneys requesting them, students, etc.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Ensures that the Chief Legal Counsel's legal resources/library materials are kept up-to-date.
8. Attends various College meetings to explain new and existing policies and to provide training.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of federal and state codes/laws, rules and regulations pertaining to higher education as well as knowledge of College policies and procedures.
- ◇ Knowledge of policies and procedures applicable to higher education to include administrative hearings.
- ◇ Knowledge of legal research sources and methods.
- ◇ Knowledge of legal ethics to ensure confidentiality.
- ◇ Knowledge of interviewing techniques, office organization, and records management techniques.
- ◇ Knowledge of word processing software.
- ◇ Knowledge of legal research sources and methods.
- ◇ Skill in the preparation of legal documents.
- ◇ Strong interpersonal, communication, and organizational skills.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to collect information through one-on-one interview of variously involved parties.
- ◇ Ability to research, document, and summarize law sources.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree and four (4) years of relevant experience, to include experience in interviewing to gather information and in organizing and maintaining legal materials; or other equivalent combination of education and experience.