

# Sweetwater Union High School District

## PARALEGAL

### **Purpose Statement**

The job of Paralegal is done for the purpose of performing difficult, complex and sensitive paralegal duties related to the functions of the District; relieve the workload of a manager and perform high-level legal administrative tasks, paralegal research, office management duties in the legal offices of the district; supervise and evaluate the performance of assigned personnel.

### **Essential Functions**

- Provide expedient, efficient, and concise response to requests for information orally or in writing. In coordination with the Clerk of the Board, review documents proposed to be produced in response to Public Records Act requests and redact confidential information.
- Receive and process student record subpoenas served on the district; review and analyze subpoenas to ensure accuracy and compliance with required elements; obtain and review student records and redact confidential information.
- Research, investigate, and develop cases, in a variety of areas including employee disciplines, Uniform Complaints and other litigation matters; interview witnesses and assist with hearings.
- Develop, implement and refine systems for improving request response time.
- Communicate with attorneys regarding new or revised court rules and procedures.
- Assist with filing court documents, writing pleadings, and maintaining organized files.
- Develop and implement a comprehensive plan for organization of office systems including filing of documents and system integration.
- Act as liaison to district staff; interpret and explain administrative policies and procedures to staff and the public; assist in the development, revision and interpretation of policies and procedures in coordination with the Clerk of the Board.
- Research complex questions and provide related information to attorneys and site administrators.
- Develop and conduct on-going training sessions for assigned staff regarding changes in office policies and legal procedures
- Direct and/or supervise assigned staff members.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership; developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent laws, codes, policies, and/or regulations; state and federal equal opportunity laws principles of human resources law; personnel processes; and standard business practices; basic budgeting; contract administration and communications systems.

ABILITY is required to organize a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating with a defined budget. Utilization of resources from other work units is often required to perform the job’s functions. There is some opportunity to impact the Organization’s services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Physical Requirements**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**Education and Experience**

Any combination equivalent to a degree in paralegal studies, business administration, or related field and four years of experience in a managerial or supervisory position in a public or private law office or agency.

**Required Testing**

None Specified

**Certificates Required**

Valid Driver’s License

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” *SUHSD Board Policy 0410*