

# SPECIAL SCHOOL DISTRICT, St. Louis County, MO

## Job Description

**LEGAL DEPARTMENT:  
PARALEGAL/ADMINISTRATIVE ASSISTANT POSITION  
(EXCLUDED POSITION)**

**Position Title:** Paralegal/Administrative Assistant  
**Reports To:** General Counsel

### **JOB RESPONSIBILITIES:**

#### **I. Qualifications:**

- a. Bachelor's Degree preferred (degree in paralegal studies a plus);
- b. 2-5 years experience working in a law firm or in an position reporting to an attorney or attorneys;
- c. Passionate about the education of the youth of St. Louis County;
- d. Demonstrate initiative and be able to work independently and as part of a team;
- e. Strong work ethic, organizational skills, proficient with Microsoft Word and Excel;
- f. Ability to handle multiple tasks while maintaining attention to detail;
- g. Experience using legal research databases, such as LexisNexis and/or Westlaw preferred;
- h. Must keep sensitive employment and student matters confidential;
- i. Enthusiastic about new assignments – will often be asked to do assignments not contemplated in the job description and expected to do so with enthusiasm;
- j. Strong professional communication skills;
- k. Understands that a paralegal/administrative assistant cannot provide legal advice;
- l. Strong writing skills is a must.

#### **II. Paralegal Duties and General Legal Support:**

- a. Manage and communicate availability within the General Counsel's calendar;
- b. Prepare and continually update spreadsheets of all ongoing legal matters (e.g., pending lawsuits, EEOC complaints, MCHR complaints; DESE special education due process hearings requests, mediations, OCR complaints, among others);
- c. Manage all received subpoenas (analyze whether the subpoena is being properly served, accept properly served subpoenas, manage document collection in collaboration with custodian of records, communicate with persons subpoenaed for depositions, etc.);
- d. Draft and/or proofread legal documents, investigation reports, correspondence, etc.;
- e. Conduct basic legal research;
- f. Internal filing (ensure locked, files and file cabinets properly organized, labeled; etc.);
- g. Prepare/proofread presentation materials for internal training purposes;
- h. Ability to conduct PACER and MO Case Net searches;
- i. Organize mail; prepare and submit General Counsel's mileage spreadsheets and receipts; book travel arrangements for General Counsel; and

- j. Any other duties assigned to this position.

**III. Professional Maintenance:**

- a. Manage General Counsel's CLE requirements;
- b. Manage General Counsel's legal and professional licenses and memberships (U.S. District Courts – Eastern, Western, and Southern, MoBar License, IL Bar License; COSA, BAMSL, etc.).

**IV. Position will report directly to General Counsel but will also provide additional support for Human Resources Manager:**

- a. Organize and analyzed submitted HR files for review by HR manage and Legal;
- b. Prepare spreadsheets of pending HR matters;
- c. Schedule and manage employee disciplinary timelines;
- d. Assisting with Workman's Compensation/Work Restrictions when overflow occurs, if available; and
- e. Scanning and placing documents in Docuware.

**ESSENTIAL JOB FUNCTIONS:**

*(To perform this job successfully, an individual must be able to perform the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions detailed below.)*

***Language Skills:***

Ability to read, comprehend, interpret, and analyze critically documents such as SSD Board Policies and Regulations, procedure manuals, conduct online research, create documents such as spreadsheets and correspondence, etc. Strong verbal and written communication skills.

***Reasoning Ability:***

Ability to apply common sense understanding or and ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

***Physical Demands:***

Physical presence at the SSD Central Office location mandatory during set work hours, arrive to work on time, remain through entirety of work day, and frequently required to stand, walk, sit, stoop and kneel. The employee is regularly required to talk and hear. The employee must occasional lift and/or move up to 50 pounds.

**TERMS OF EMPLOYMENT:**

Contract terms covering compensation, benefits, and working conditions are specified by the Special School District of St. Louis County Board of Education Policies, Regulations, agreements and approvals.

**Approved: July 2011**