

Title: Secretary III/Paralegal

Minimum Qualifications: High School Diploma or GED  
Possession of one of the following:

1. Valid Paralegal Certificate, or
2. Valid Legal Office Assistant Certificate, or
3. Associate of Applied Sciences Degree in Paralegal Studies

Must pass State Competency Test for Secretary classification including 50 WPM on keyboard test  
Experience in legal secretary and/or paralegal position for a minimum of two years

Preferred Qualifications: College coursework  
Experience in assisting education law practice as either paralegal or legal secretary  
Experience in assisting administrative law practice as either paralegal or legal secretary

Immediate Supervisor: Central Office Administrator/General Counsel

Salary: Salary based on 2008-2009 service personnel salary scale

Job Description: The position requires efficiency and accuracy in tasks, providing paralegal, administrative, research, and clerical support to the Central Office Administrator/General Counsel. Imperative that successful candidate maintain confidentiality of information as it relates to duties within General Counsel Office. Must have the ability to organize and prioritize workload, meet deadlines, coordinate work flow, work with various offices and staff without supervision, learn new tasks easily, and multitask.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of office procedures and equipment.
- Knowledge of correct English usage, spelling and punctuation.
- Knowledge of the form, composition and punctuation of business letter, minutes, reports, charts, and numerical materials.
- Knowledge of basic arithmetic calculations.
- Skill in typing correspondence, reports, and forms.
- Ability to learn the procedures, policies, programs, and organization of the school and county.
- Ability to follow complex oral and written instructions.
- Ability to give routine information to public in a pleasant and courteous manner.
- Ability to handle confidential information.
- Ability to transcribe from voice dictating machine and/or to take and transcribe shorthand.

### **Specific Assignment Responsibilities:**

- Receives, routes, and places calls in a professional manner.
- Schedules appointments for immediate supervisor.
- Compiles reports and handles routine correspondence as directed.
- Maintains appropriate records and filing systems.
- Processes travel expense forms, monthly time sheets, and purchase orders.
- Drafts legal correspondence for the General Counsel and writes reports as directed.
- Collects and analyzes data needed for legal or administrative matters.
- Reviews and analyzes education law legislation and grievance decisions and provides written summaries of such to the General Counsel upon request.
- Assembles, organizes, cite checks, and produces legal and other documents for use by the General Counsel.
- Assists the Superintendent's designee in scheduling grievance hearings by contacting witnesses and representatives of parties involved in the grievance, arranging for court reporters when necessary, and securing the location for the hearing. Ensures that all applicable timelines involved with each grievance are followed.
- Prepares materials needed by the Board of Education for consideration of any legal matters that come before the Board.
- Completes independent legal research and produces written work product within specified timeframes at direction of General Counsel.
- Reviews work and examines for accuracy before presenting to appropriate personnel.
- Communicates with Jefferson County Schools staff, parents, and the general public and obtains all required information necessary to determine and address their specific needs; tactfully explains why, if a service cannot be provided.
- Reads and evaluates professional literature on a continual basis.
- Applies pertinent new knowledge to performance of responsibilities.
- Interacts with West Virginia State Department of Education staff on matters of legal significance
- Interacts with West Virginia Public Employees Grievance Board regarding all employee grievances
- Works with outside counsel on matters at direction of the General Counsel
- Other duties as assigned

### **Responsibilities and Performance Standards:**

#### 1. Maintains positive work habits:

- Observes assigned work schedule.
- Is punctual and accurate with reports.
- Complies with county/school policies and regulations.
- Completes required tasks with a minimum of supervision.
- Keeps work environment organized and equipment free of hazards.
- Is cooperative and willing to work as part of a team.
- Demonstrates tact and self-control.

- Practices good public relations.
- Dress is appropriate and conforms to safety standards.

2. Performance:

- Demonstrates good judgment.
- Resolves problem situations with minimal assistance from the supervisor.
- Practices responsibilities in care and use of equipment.
- Is responsive to the directions and/or suggestions of the immediate supervisor.
- Exercises good judgment during unusual situations.

3. Professional Development:

- Keeps current with West Virginia laws and regulations.
- Participates in job-related training.