

School Board Agenda Item CC-2
December 9, 2014

Executive Summary
New Job Description for the Paralegal Position

Background: This item is being recommended for School Board adoption to meet requirements for new job description.

Position Title: **Paralegal**

Division/Department: **General Counsel**

Pay Grade: **11** Range: **\$50,541 - \$70,295** Point Range: **574 - 594**

Salary Schedule: **2013-2014 Confidential Office Personnel Association (COPA)
Salary Schedule**

Recommended Policy Status: Non- Chart Job Description - **Final** Reading

Rationale: The job description for a Paralegal position has been created to provide professional litigation support for the General Counsel's Office on a full-time basis.

The purpose of this job is to serve as paralegal support for the Office of the General Counsel. Under the direction of an attorney, the position provides assistance in all phases of legal research, background investigations, trial preparations, case management.

The position is vacant and will follow the standard advertising and selection process.

Cost: There is no financial impact to the District.