



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Paralegal
CONTRACT YEAR:	Twelve Months
PAY GRADE:	11
BARGAINING UNIT:	COPA

MINIMUM QUALIFICATIONS

EDUCATION: An earned associate's degree in paralegal or related studies.

EXPERIENCE: Four (4) years within the last eight (8) years of litigation experience in a law firm or in-house law office.

OR

May substitute the above education and experience requirements with a current Florida Bar "registered" paralegal credential.

ADDITIONAL QUALIFICATIONS

PREFERRED: School law experience (in-house or outside counsel). Prior experience with in-house governmental law offices or experience in law firms representing government clients.

REPORTS TO: General Counsel, Superintendent's Counsel or designee

SUPERVISES: NA

POSITION GOAL: Serves as paralegal support for the Office of the General Counsel.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Paralegal shall:

1. assist attorneys in all phases of legal research, background investigations, trial preparations, case management.
2. open, organize and / or maintain both physical case / matter files and those maintained via any electronic case management system(s).

3. conduct legal research through the use of computerized legal research databases or legal reference books or materials as necessary.
4. prepare and finalize drafts of documents including, but not limited to correspondence, pleadings, motions, other court related documents or filings, contracts, policies, resolutions or other school district documents as directed by the supervising attorney.
5. conduct where appropriate and/or assist the supervising attorney in all phases of pre-litigation and litigation matters including, but not limited to, investigations, document collection and review, discovery, witness coordination and interviews, and hearing / trial preparation.
6. gather and analyze information.
7. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
8. participate in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
9. review current developments, literature and technical sources of information related to job responsibilities.
10. ensure adherence to good safety procedures.
11. follow federal and state laws, as well as School Board policies.
12. perform other duties as assigned by the General Counsel or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently has contact with the General Counsel's Office attorneys and staff, School Board, as well as Superintendent and administrative staff for the purpose of fulfilling the essential performance responsibilities of the position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move files, papers or objects.

TERMS OF EMPLOYMENT:

(Non-Bargaining Unit / Confidential)

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing

Paralegal
Point Range: 574 - 594

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 - Immediate workgroup

2 - Outside of immediate workgroup

3 - Assistant/ Associate/Deputy Superintendents

4 - Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Paralegal
Point Range: 574 - 594

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A2	B3	B3	A3	B3