

<b>Job Title:</b>	Para Legal	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	General Counsel	<b>Pay Grade:</b>	309
<b>Dept./School:</b>	Legal	<b>Date Revised:</b>	May 6, 2021

**Primary Purpose**

Provide litigation support to ensure a professional and efficient operation related to District legal matters.

**Qualifications****Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Knowledge of legal terminology and principles
- Knowledge of rules regulating paralegals
- Computer skills including MS Windows and MS Office Professional
- Excellent organizational, communication and interpersonal skills
- Ability to perform legal research
- Ability to produce accurate and precise results

**Experience**

Five (5) years related experience

**Major Responsibilities and Duties**

1. Conduct legal research using manual and electronic methods.
2. Gather information for the preparation of contracts and other legal documents.
3. Draft contracts, leases, public bids, and other legal documents.
4. Gather information, materials, documents, reports and evidence for discovery.
5. Locate witnesses and secure affidavits.
6. Interpret and summarize depositions and legal documents.
7. Prepare reports, correspondence, and memoranda of law, settlement agreements and other documents.
8. Schedule and prepare for hearings and meetings.
9. Prepare litigation documents for hearings and trials.
10. Maintain physical and electronic files and documents.
11. Notarize affidavits and other documents as needed.
12. Stay abreast of policies and procedure related to legal counsel.
13. Communicate effectively with the public and District staff.
14. Provide legal support to District administration.
15. Organize and maintain routine work activities of the office.
16. Assist with the preparation of purchase orders and payment authorizations.
17. Create and maintain litigation and other legal files.
18. Assist in reviewing and responding to open records request.
19. Assist in reviewing and responding to subpoenas.
20. Perform general clerical work.
21. Maintain confidentiality of work performed.
22. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional District-wide and statewide travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustee

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.