



**MONTGOMERY
PUBLIC SCHOOLS**

<https://www.mps.k12.al.us/>

JOB TITLE: Paralegal	REPORTS TO: General Counsel		
WORK TERM: 12 Months (240 days)	SALARY: 42, 000 – 54, 000 Per Year		
LOCATION: Central Office	POSITION ANNOUNCEMENT DATE: 11/13/2024		
JOB DESCRIPTION: This position provides support to the In-House General Counsel in handling legal issues to include policy, employment and operations, special education, civil rights, subpoena requests, records requests, and contract review; conducts legal research, prepares and maintains records and correspondences, prepares legal documents, memo drafting, filing legal documents; and assists with responding to legal questions.			
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> • Gathers information, materials, documents, reports and evidence from various departments in response to employee and student actions and in preparation for legal proceedings. • Prepares materials for meetings, hearings, mediations, arbitrations, and other legal proceedings, presentations, and trainings. • Assist with responding to document requests, to include open records requests, subpoenas, and discovery. • Performs legal and non- legal Research to provide preliminary analysis of information requested, and draft legal memoranda. • Maintains attorney calendar and case/project timelines, answers and returns phone calls, and checks voicemails. • Performs miscellaneous job-related duties as assigned. 			
QUALIFICATIONS: <ul style="list-style-type: none"> • Bachelor’s degree in paralegal studies preferred • At least three years of relevant experience as a paralegal, legal assistant, or law clerk. Specific knowledge and experience related to education law preferred. • Ability to use independent judgment to manage and impart confidential information. • Advanced working knowledge of legal research principles, methods, techniques, and resources. • Proficiency in the use of legal research resources to include Westlaw. • Ability to analyze, interpret and draw inferences from research findings, and prepare reports. • Must have excellent organization and communication skills. • Knowledge of judicial system and procedures. • Demonstrated ability to thrive in a fast-paced work environment with a focus on meeting tight deadlines and managing quick turnaround times. • Effective interpersonal skills • Must be available to work beyond normal work hours as determined by the In-House Counsel. • Ability to perform the following clerical/secretarial skills/tasks 			

- Calculator/10 Key
- Copy Machine
- Data Entry
- Filing
- Receptionist
- Transcription
- Fax
- Typing

***SUCH ALTERNATIVES TO THE ABOVE QUALIFICATIONS AS THE BOARD MAY REQUIRE. ***

APPLICATION REQUIREMENTS:

- Completed Application
- Resume (uploaded to application)
- Three (3) returned References
- Submit a writing sample of no more than 5 pages (email to ericka.powell@mps.k12.al.us)
- Apply using the following link: <https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf959/0dda0176-2339-41c7-9d30-52105d801595?jb=1>

PLEASE ENSURE ALL INFORMATION IS CURRENT WITHIN A 6 MONTH PERIOD

PHYSICAL REQUIREMENTS:

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

REVISED:

October 2024

Please Note: All candidates must submit to a background check. Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. **The Montgomery County Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. The Montgomery County Board of Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.**