



---

## DISTRICT PARALEGAL

### **BASIC FUNCTION**

Under general supervision, perform a variety of responsible and complex paralegal duties and other legal administrative support on behalf of the Office of General Counsel.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Intake and distribution of legal claims and notices against the district. To include tracking and reporting of matters, and ensuring accurate entry and documentation of legal matters in claims/incident management system. “E”
- Work with Districts in-house counsel, and outside counsel as required, to respond to discovery requests in litigation and administrative proceedings; gather records and information for and coordinate responses to interrogatories and requests for production; communicate with opposing counsel, pro-se litigants, hearing officers, administrative agencies and others as directed; monitor and adhere to case-specific time-lines. “E”
- Provide legal and policy support to the General Counsel. Conduct legal research, gather information on legal and policy issues. Assist in drafting and interpreting policy, facilitate policy review and revision.
- Conduct legal research on wide variety of legal issues, including education and business law. Research and propose recommendations to the General Counsel on legal and policy issues, and prepare legal research memos.
- Serve as primary contact for TSPC, ensuring districts reporting obligations are met and subpoenas are responded to.
- Gather and review information in response to student information requests; advise parents and employees regarding disclosure of records; notify General Counsel and provide requested materials; advise and provide training to District personnel regarding release of student records. “E”
- Serve as legal liaison with District departments and schools, and outside counsel to facilitate discovery and investigation needs. “E”
- Respond to inquiries from the public, PPS staff, and other agencies for the purpose of answering questions and meeting the needs of the requestor or making an appropriate referral. Exercise high level of independent judgment and discretion in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations. “E”
- Schedule witness testimony, interview witnesses, summarize findings and organize by issue and claim. “E”
- Consult with Districts in-house counsel throughout legal processes and to determine clarification of legal issue. Provide paralegal support and high level administrative support to districts in house counsel in all legal matters. “E”

- Update administrators regarding records retention schedules and their obligations regarding records to be retained related to anticipated, threatened or pending litigation and coordinates with appropriate staff. “E”
- Respond to citizens and staff regarding legal and District procedures or refer to other staff or agencies as appropriate. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to education and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Keep abreast of district policies and procedures, and legal updates regarding all areas of school law to assist in the day-to-day operations of the Department
- Perform related duties as assigned. Districts in-house counsel

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The District Paralegal performs responsible and complex paralegal duties and other administrative support on behalf of the Office of General Counsel. Employees investigate and analyze legal claims and assist in preparation of cases, serving as paralegal case manager. Employees apply legal knowledge and organizational skill in managing and controlling documents associated with cases and must demonstrate a thorough knowledge of law.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Local, state and federal laws applicable to K-12 public education.  
 Oregon Public Records Law.  
 School district organization and organizational relationships.  
 Fact finding, legal documents, and report writing techniques.  
 Discovery and trial methods and procedures.  
 Legal terminology, principles, concepts, systems, processes, procedures and deadlines.  
 Record-keeping techniques.  
 Legal ethics.  
 Highly effective oral and written communication techniques.  
 Operations and applications of a variety of office machines, technologies and software.  
 Interpersonal skills using discretion, tact, patience and courtesy.

#### Ability to:

Interpret, apply and explain laws, rules, regulations, policies and procedures.  
 Ensure Portland Public School District comply with the Oregon Public Records Law  
 Analyze situations accurately and adopt an effective course of action.  
 Review and investigate factual matters and claims.  
 Work independently with little direction.  
 Work on multiple projects simultaneously.  
 Advocate, model, learn and implement Portland Public School’s Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.  
 Analyze discovery requests, identify legal objections, determine documents responsive to requests and prepare discovery responses.  
 Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.  
 Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Prepare and present complex data in written reports and legal documents.  
Operate a variety of office machines, technologies and software.

**Education and Training:**

An Associate's degree in Paralegal or Legal Assistant Studies or one (1) year of general college courses and satisfactory completion of a one (1) year certification program in Paralegal or Legal Assistant studies is required. Experience in K-12 public education is preferred

**Experience:**

Three (3) years of experience performing the duties of a paralegal is required. Working knowledge of ProLaw software is desirable.

A Bachelor's degree in one of the above-identified fields may substitute for one year of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**Special Requirements:**

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment.

**Hazards:** Potential conflict situations

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

---

FLSA: Non-Exempt  
Bargaining Unit: N/A  
Salary Grade: 29

Approval Date: April 2, 2014  
Revised: December 18, 2018

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

*Board of Education Policy 1.80.020-P*