# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified 4/27/2023

## Paralegal

Pay Scale: B
Level: 12
FLSA Status: Non-Exempt
Job Family: Central Office Support
Primary Location: Administration Building

**Department Overview**

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

**Job Overview**

The HRTD Paralegal provides technical, legal, and operational support to assist the HRTD Associate Counsel. The Paralegal conducts varied activities including basic legal research, drafting legal correspondence, and performing paraprofessional and administrative tasks to support the HRTD Associate Counsel in the provision of in-house legal counsel on a wide array of employment-related matters.

**Roles and Responsibilities**

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Assists with the review of investigations of labor grievances and charges, and with regard to employment complaints and related matters
- Maintains case status log, pleadings and case files, calendars and other records pertaining to labor and employment legal matters
- Produces/updates presentations on various labor and employment legal topics
- Drafts and revises legal correspondence and documents
- Conducts legal research
- Assists with responses to legal grievances and complaints relating to labor and employment matters
- Assists with hearing preparation on labor and employment-related matters
- Assists with policy reviews as they pertain to matters relating to HRTD functions and program areas
- Assists with communications and coordinating witness interviews and responses

**Qualifications**

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

**Education**

Bachelor's Degree

**Experience**

Five (5) years of experience as a paralegal, legal assistant or comparable role

**Licenses and Certifications**

**Knowledge, Skills and Abilities**

- Knowledge of legal terminology and procedures
- Knowledge of legal databases and related resources
- Knowledge of Westlaw, Lexis, and other research tools and databases
- Knowledge of legal obligations regarding privilege, confidentiality and ethics
- Knowledge of obligations regarding, and ability to handle subpoenas, affidavits, and other administrative matters
- Ability to interpret and apply laws, rules, regulations, codes, and/or statutes pertaining to employment law
- Ability to prepare legal documents, correspondence, and memoranda
- Ability to conduct basic legal and factual research
- Ability to use office equipment, computers, and related hardware and software
- Ability to develop and maintain effective internal and external working relationships
- Ability to communicate effectively, both orally and in writing
- Detail-oriented and highly organized
- Strong knowledge of Microsoft Office, including Word, Excel, and Outlook
- Ability to work independently, manage large workloads, and keep deadlines
- Ability to understand and apply principles and standards of confidentiality, privilege, and ethics to office operations and communications

**Physical Requirements**

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

**ADA Accommodations Disclosure**
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

**Remote Work Disclosure**
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.