Notice of Vacancy

Paralegal-Legal Assistant
Oregon School Boards Association
1201 Court St., N.E., Suite 400
Salem, OR 97301

Oregon School Boards Association (OSBA) is a non-profit corporation whose members include school districts, community colleges, and education service districts and is dedicated to improving student achievement through advocacy leadership and service to locally elected, volunteer Oregon school boards.

Supervision/General Position Description:
Assists the attorneys in the Legal Department with providing high quality, effective representation to Oregon public school districts, education service districts, charter schools and community colleges in a full range of legal matters.

Works under the supervision of and reports to the Chief Legal Counsel/Director of Legal Services or designee. Performs other duties and responsibilities as assigned by the PACE Administrator, Executive Director, the Deputy Executive Director, and Assistant Legal Counsel.

Salary Range:
Commensurate with experience and background, with a salary range of $47,042 - $54,233

Employee Benefits:
Medical, dental, vision, life, and disability insurance. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

Essential Job Functions:
- Assists attorneys with all phases of litigation including deposition preparation, scheduling and summarizing depositions.
- Prepares legal pleadings including but not limited to answers, complaints, discovery requests and responses, deposition notices, subpoenas, briefs, summary judgment documents, and trial documents.
- Manages every aspect of written discovery including drafting and responding to discovery requests, subpoenaing medical records, personnel records, and other relevant documents.
- Assisting attorneys with deposition preparation and summarizing depositions. Meets with witnesses and clients.
- Coordinates clients and witnesses for depositions and trials. Attends and assists attorneys during trials.
- Uses ProLaw to track billable time; assist attorneys with billing; and generate billing statements.
- Maintains and organizes hard copy and electronic documents and retrieves materials as needed.
- Conducts legal research using Westlaw.
- Conducts factual research and investigations.

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• Performs administrative support such as answering phones, taking messages, scheduling appointments, providing information to clients, composing and typing routine correspondence, filing documents, identifying and gathering data and information, organizing and presenting information in a clear and understandable format. Assists staff in making travel arrangements and conference registrations.

**Physical Qualifications:**
The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting.

**Minimum Job Qualifications:**
High School diploma or equivalency is required. Associates degree/certificate in paralegal services or Bachelor’s degree or law degree preferred.

Knowledge of ProLaw and Westlaw is preferred.

Recent and relevant experience in litigation support (preferably employment or personal injury litigation) is preferred.

Experience in, or knowledge of, the Oregon public education system or similar government operations is preferred.

Effective written and oral communication skills and the ability to communicate effectively with all Association personnel and clients is required.

Attention to detail is required.

Strong editing skills are required.

**To apply submit the following materials to:**
1. A cover letter;
2. A completed application form;
3. Names and contact information for 3 references;

**Reasonable Accommodations:**
Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

**For an application contact:**
Oregon School Boards Association  
1201 Court St., NE, Suite 400  
Salem, Oregon 97301  
Phone: 503-588-2800  
Fax: 503-588-2813  
www.osba.org/jobs

**Hiring Schedule:**
Closing Date: Open until filled  
Commence Work: To be determined

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