



# Notice of Vacancy

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## Paralegal

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

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

OSBA strives to create welcoming and inclusive environment that values the diversity of our staff and our members. We promote fairness and equity to create a workplace environment where everyone is treated with respect and has a voice.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. Research indicates that people of color and women hesitate to apply for jobs unless they feel they meet all of the preferred job qualifications. We encourage you to apply, even if you do not believe you meet every one of the preferred qualifications. You may be exactly who OSBA needs.

Step inside our world and you'll find one passionate leader after another working together in a spirit of collaboration that is simply contagious. The dynamic individuals who belong to the OSBA family are committed to excellence – for our members and the students our members serve.

Thank you for your interest in OSBA. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

### **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.

### **Salary Range:**

Commensurate with experience and background, with a salary range of \$45,000 - \$65,000.

### **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:**

1. Court, Case and Hearings Preparation

Manages every aspect of written discovery including drafting and responding to discovery requests, subpoenaing medical records, personnel records, and other relevant documents.

An Equal Opportunity Employer

Analyze and interpret legal documents (such as motions, orders, interrogatories, depositions, requests for admissions, and pleadings).

Review case files for sufficiency of documentation and obtain additional materials. Prepare for litigation by establishing time and location of depositions, preparing subpoenas, collecting and organizing relevant documents, outlining deposition questions, summarizing proceedings, identifying key legal issues, and preparing and organizing exhibits.

Work with clients and representatives of the opposing party regarding pertinent case records and case status in order to gather necessary documents during the legal discovery process; manages computerized litigation support database. Assist in preparation of trial, appellate review, or administrative hearings by reviewing, organizing, indexing documents and managing document flow. Maintain and update physical and electronic case files. Attend attorney, client or third party and other case-related meetings and write memoranda recording discussions. Prepare legal correspondence for own signature or signature of attorney. Prepare status reports and calendars; monitor for litigation process deadlines to ensure timely action (i.e., document filings with the court) by both attorneys and themselves. Locate, interview, ensure availability, and prepare witnesses (including expert) for litigation purposes.

Coordinates clients and witnesses for depositions and trials. Attends and assists attorneys during trials.

## 2. Legal or Legislative Research

Prepare legal arguments for attorney use in filing briefs and responses to cases and conducting factual research and investigations with Westlaw. Research statutory legislative history, administrative rule, and case law by analyzing issues, summarizing cases, and drafting legal documents or memoranda based on the research.

Review legislative bill drafts, committee minutes and exhibits, tape recordings of committee hearings and floor debates, federal house and senate committee reports and hearing records, state laws and journals, the federal congressional record and other relevant documentation. Analyze and summarizes results and conclusions at attorney request.

## 3. Writing and Reviewing Legal Documents

Examine the records of opposing parties to identify and acquire those that support the client's case. Write document requests and designate relevant documents. Answer interrogatories and locate, review, and segregate documents to be produced at discovery process of litigation by writing objections to document requests, and reviewing and identifying documents; provide for production and delivery of documents to the opposing parties.

Review, analyze, and draft answers, complaints, subpoenas, interrogatories, requests for production, responses to discovery requests, trial documents, responses to subpoenas, responses to motions, and other legal documents. Read and summarize arguments in opponents' pleadings, memoranda, and briefs; summarize, digest, and code transcripts from depositions and other proceedings; assist with formal and informal opinions by researching issues and drafting opinions, cite-checking, and proofreading opinions. Prepare opinion synopsis, and respond to internal and external customers about opinions. Compute legal fees, interest and other costs for preparation of cost bills, judgments, and other legal documents.

#### 4. Administrative Support

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. Maintains and organizes case files including electronic files in ProLaw and hard copy files. Maintains and organizes case schedules and attorney calendars.

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.

#### **Preferred Job Qualifications:**

- Recent experience managing litigation including discovery and trial processes
- Recent experience preparing legal documents
- Recent experience with legal billing software
- Recent experience with ProLaw
- Recent experience with legal research
- Recent experience with Westlaw
- Recent experience with electronic court filing systems
- Recent experience with Oregon E-Court Filing System
- Recent experience with the PACER Court Filing System
- Recent experience with employment litigation
- Recent experience with personal injury litigation
- Recent experience in, or knowledge of, the Oregon public education system
- Recent experience in, or knowledge of, government operations

\*Recent is defined as experience in the past two years.

#### **Minimum Job Qualifications:**

- Associate degree in Paralegal or Legal Assistant Studies; OR
- Eighteen months of Paralegal experience; OR
- Any combination of training and experience that demonstrates experience in legal work, independent judgment, legal terminology principles, concepts, systems, and processes.
- 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.
- Ability to work independently and as part of a team.

#### **To apply submit the following materials:**

- A cover letter;
- A completed application form;
- Names and contact information for 3 references;
- Current resume.

**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](http://www.osba.org/jobs)  
Email: [jfedler@osba.org](mailto:jfedler@osba.org)

**Hiring Schedule:**

Closing Date: October 23, 2020  
Screening/Interviews begin: October 26, 2020  
Commence Work: November 16, 2020 or as soon as possible