



Paralegal

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Paralegal

REPORTS TO: General Counsel

SUMMARY of POSITION:

The paralegal works closely with the system's General Counsel and performs specific and substantive legal work under the direction and supervision of the individual. The successful candidate will be accountable for gathering the appropriate information associated with a case such as examining the situations within the regulations laid by the law. He/she may also be expected to cross-check the information and their credibility. The paralegal assists General Counsel by carrying out the initial analysis before legal documentations are prepared. The individual may also keep a track of data, transcripts and files and arrange for meetings.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be able to assist and provide a range of legal support and administration to General Counsel engaged in criminal, civil or administrative law.

Main Job Tasks and Responsibilities

- perform legal and factual research
- perform records research
- identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material
- organize and analyze information
- cross-check and validate information
- prepare written reports

- draft legal documents including briefs, pleadings, appeals, agreements, contracts and legal memoranda
- help prepare legal arguments, applications, declarations and motions
- prepare correspondence
- check and edit legal forms and documents for accuracy
- build and maintain databases and files
- organize and track case files
- review and monitor new and updated laws and regulations
- maintain law library
- co-ordinate law office activities such as subpoena delivery
- locate and interview witnesses
- help with trial preparation including witness lists, exhibits and trial binders
- assist the lawyer in the courtroom
- perform other duties as may be assigned

EDUCATION AND OTHER REQUIREMENTS:

The Paralegal shall:

- hold a bachelor degree or associate degree in law or paralegal studies
- have proper paralegal certification
- Possess thorough knowledge of legal principles and practices
- Demonstrate a thorough knowledge of legal research techniques
- Demonstrate a thorough knowledge of legal terminology
- Have a thorough knowledge of legal communication principles and practices
- Have an in depth knowledge of local, state and federal laws and regulations
- Have relevant computer knowledge and experience

Key Competencies

- research skills
- analytical skills

- critical thinking skills
- planning and organizing
- information monitoring
- strong communication skills
- stress tolerance
- attention to detail and accuracy
- confidentiality
- teamwork

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience.
LENGTH OF WORK YEAR: Twelve (12) Months
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: **All interested candidates should submit a letter of application and current resume to:**

Dr. H. MiUndrae Prince
Assistant Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to mprince@eaaofmichigan.org

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