
JOB DESCRIPTION

JOB TITLE:	Paralegal
FLSA CODE:	Non-Exempt/Hourly/Union
SALARY RANGE:	Minimum: Maximum:
EMPLOYEE REPORTS TO:	Director of Legal Services
PREPARED BY:	Human Resources DATE:
APPROVED BY:	Executive Director DATE:
EXPIRATION DATE:	

General Statement of Duties

Reporting to the Director of Legal Services, this position will assist with routine legal matters that include clerical and research support services including document preparation and review; interviewing residents; research investigations, and fact checking; and court or trial preparation.

Key Duties/Essential Job Functions

1. Meets with attorney regularly to discuss assigned cases or projects.
2. Drafts legal documents including routine pleadings and motions, PCC documents including leases, contracts, affidavits, and interrogatories.
3. Files motions and pleadings according to judicial procedures.
4. Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to Director of Legal Services.
5. Interviews witnesses and prepares summaries of their statements.
6. Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items.
7. Assists with court proceeding and trial preparation which may include attending trials and hearings.
8. Creates reports for attorney based upon case specifications and attorney requests.
9. Work with attorney to develop legal arguments, motions, and other case filings.
10. Monitor changes to government guideline or regulations and submit analysis on pertinent changes.
11. Monitor and collect funds for resident stipulated agreements.
12. Transcription of all meeting minutes.
13. Performs other related duties as assigned.

Required Skills/Abilities

1. Excellent verbal and written communication skills.
2. Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters.
3. Excellent time management skills with a proven ability to meet deadlines.
4. Excellent interpersonal and customer service skills.
5. Excellent organizational skills and attention to detail.
6. Strong analytical and problem-solving skills.
7. Ability to maintain confidentiality, and exercise discretion and good judgment.
8. Proficient in Microsoft Office Suite and various legal research software.

Qualifications/Education

Associate degree in Paralegal Studies or related field required; Bachelor's degree in Paralegal Studies or related field preferred. Paralegal certificate required. One to three years' experience required. Possess a valid CT driver's license.

Working Conditions/Physical Requirements

Prolonged periods sitting at a desk and working on a computer. Able to lift up to 10 pounds at a time. Able to travel to PCC sites unaccompanied.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V