

REVISED - OCSEA “External” Job Posting
Paralegal 2 - (Bargaining Unit – Overtime Eligible)

Send Cover Letter, Resume and Completed Application to: Sharon Brady, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or sbrady@ocsea.org or fax to 614-865-4002. Obtain Application at www.ocsea.org (bottom of page “Employment”).

Department: Office of General Counsel

Reports to: General Counsel

Job Goal: To provide high level of support and consultation to the attorneys and the Grievance Manager in the Office of General Counsel through specific knowledge of Civil and Administrative Rules of Procedure, procedural and substantive law, legal research, legal writing protocol, research, data gathering, contract language, arbitration research and analysis. To organize and interpret legal material contained in specialized books, journals and other legal documents. To define legal problems specific to labor issues and collect data relevant to those problems and establish facts and draw valid conclusions based on the data and to recommend case strategy.

Duties and Responsibilities Include:

Provides timely and quality information for case preparation by:

Defining unusual problems, collecting data relevant to those problems, establishing facts and drawing valid, complex conclusions based on the data collected; comprehending a wide variety of specific, legal material related to labor relations; writing and/or editing complex materials specific to the issues presented to the Office of General Counsel and/or the Grievance Manager; and possessing a general understanding of the field of law and understanding and communicating verbally regarding legal and labor issues.

Administering all Working out of Classifications grievances; researching, preparing and presenting grievance arbitration cases as the principle union advocate In Working out of Classification hearings.

Logging, tracking and processing all grievance appeals and responds in writing of the final outcome. Preparing draft correspondence for the General Counsel. Writing arbitration summaries for all arbitration decisions that are received. Ensuring that all case files are in order for all arbitrations heard. Updating Arbitration Index on annual schedule.

Providing support of writing briefs, motions, reports, drafting routine and complex correspondence for Attorneys' signature, reports, contract language, memorandum and legal pleadings. Maintaining and producing bi-weekly tickler of the Department's litigation schedule and cases. Processing all religious exemptions.

Assisting in a back-up role in state-wide classification reviews that include training members on processes and procedures and contract language. Maintaining the Law Library and subscriptions.

Maintaining Laserfiche/Database files regarding reclassifications, Memorandum of Understanding's and Letter of Agreements, Seniority Tribunal and Arbitration Decisions. Conducting factual investigations related to pending legal cases on behalf of Office of General Counsel staff; preparing drafts of legal issue memoranda, contracts, affidavits, legislation, rules and/or regulations, case summaries and legal motions for review and signature or use by licensed attorney; researching federal and/or state statutes and regulations, judicial and administrative agency decisions and opinions and other legal sources and reference materials; writing legal memoranda and/or oral reports of research findings; shepardizing cases; transcripts; assisting Office of General Counsel in the preparation of cases for mediation, arbitration and civil litigation.

Possessing knowledge of SERB and civil court filing procedures; civil and administrative rules of procedure, discovery and evidence relative to civil litigation; general procedural and substantive law; legal research methods and source materials; legal writing protocol and style; laws, rules and procedures applicable to labor representation. Research arbitration decision, contract language and bargaining history for the Grievance Manager, Staff reps and Chapter Leaders.

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Backing up other positions in the Office of General Counsel.

Making recommendations regarding new procedures; working under little or no direct supervision.

Assisting the Office of General Counsel by:

Conducting research necessary to respond to inquires, complaints, claims and legal or procedural issues for the Office of General Counsel attorneys or directed by the General Counsel; as well as conducts research for arbitrations, grievance issues and negotiations.

Conducting research necessary to interpret Federal and State statutes and recorded Judicial Opinions and Decisions; in analyzing and identifying legal findings and independently writing legal memoranda in support of those findings; in defining and drafting potential issues in cases presented to the Office of General Counsel; in making merit decisions regarding complex issues of law.

Supports the union's collective bargaining and labor relations efforts by:

Proactively monitoring the political and legislative gains of like organizations throughout the State of Ohio and the rest of the country; proactively monitoring the Collective Bargaining Agreements of other like organizations throughout the State of Ohio and the rest of the country; assisting in the preparation of issues to be presented in negotiations and fact-finding.

Conducting periodic presentation of training seminars/workshops to union members regarding selected areas of interest.

Assists in thorough, timely and comprehensive documentation review by:

Reviewing the collective bargaining agreement, memorandum of understanding, Ohio Revised Code, Ohio Administrative Rules and other related dispute resolution documentation and by responding to inquiries directed to the Office of General Counsel;

Interacting with the General Counsel, Attorneys, the Grievance Manager and other OCSEA staff as legal matters or contract issues dictate. Providing guidance to field staff on arbitration cases.

Other related duties as assigned.

Minimum Qualifications:

Successful completion of certification program for paralegal or legal assistant plus 3 years experience as a paralegal, or twenty-four (24) months of law school, plus one (1) year of experience as a paralegal who has performed the duties described above or similar duties. Requires Internet Research Proficiency (including Westlaw) and a familiarity with Legal Research Databases. Must have considerable and extensive knowledge of legal research and analysis and laws and rules applicable to union procedures and protocol; internet websites applicable to labor issues and the legislative process and contacts. Excellent written and communication skills including the ability to write legal briefs and reports that include case analysis and case strategy proposals. Proficient in computers including Microsoft Office, spreadsheets, and email. Must have a valid driver's license and be willing and able to travel.

Revised: July 3, 2018

Pay Range – Effective 7/1/2018

Step 1 - \$52,712
Step 2 - \$55,165
Step 3 - \$57,256
Step 4 - \$59,547
Step 5 - \$61,929