

OCSEA Job Posting Paralegal

Send Cover Letter, Resume and Completed Application to: Wanda Madison, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or wmadison@ocsea.org. Obtain Application at www.ocsea.org (at the bottom of the page under “employment”)

Paralegal 1 (Bargaining Unit – Overtime Exempt)

Department: Office of General Counsel

Reports to: General Counsel

Job Goal: Provide research, investigation and analysis to support case preparation/presentation and appeal determination on behalf of the department; prepare opening/closing statements and summaries relative to arbitration awards, appeals in conjunction with the collective bargaining agreement and the Ohio Revised Code; and to function as the union’s primary advocate in working out of classification (WOC) hearings.

Duties and Responsibilities Include:

Supports case preparation and presentation by:

researching arbitration, judicial and administrative agency decisions and opinions and other dispute resolution reference materials and issues and then writing memoranda, reports and other correspondence based on research findings;

Shepardizing arbitration decisions and court cases for staff reps in preparation for arbitrations;

sitting second chair on arbitration grievances including taking notes and assisting in the preparation of opening and closing arguments;

analyzing documentation submitted with arbitration committee appeal letters as directed by the Grievance Manager and writing original appeal letters for the General Counsel signature;

Processing Working out of Classification Grievances by:

Researching, preparing, scheduling hearing and advocating Working Out of Classification grievances;

Requesting arbitration on WOC grievances to the Office of Collective Bargaining (OCB) in a timely manner;

Enforcing WOC decisions and WOC settlement agreements by following up with OCB, Labor Relations Officers and the grievant; resolving problems in order to diminish the number of grievances and to maintain a continuous open dialogue between management and the Union regarding WOC grievances;

Training members on WOC grievance procedures at Chapter and Assembly meetings.

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Works to ensure complete, timely and accurate department documents by:

drafting and reviewing arbitration briefs; drafting memoranda in response to research requests and inquiries from the General Counsel, Staff and members

summarizing arbitration awards for publication;

conducting investigations and research to support the OCSEA Arbitration Committee's and OCSEA Discharge Review Committee's decisions on appeals or as directed by the Grievance Manager and/or General Counsel;

coordinating work with other Office of General Counsel employees and Staff Representatives on briefs, arbitration summaries/indexes etc. to ensure deadlines are met.

Assists in thorough, timely and comprehensive documentation review by:

reviewing the collective bargaining agreements, 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 Department;

The Paralegal 1 interacts with General Counsel and other employees in the department as well as all staff, State/employer advocates, leaders and members. The Paralegal 1 provides research/guidance to field staff on arbitration cases.

Minimum Qualifications:

Successful completion of certification program for paralegal or legal assistant, or twelve (12) months of law school, plus two (2) years of experience as a paralegal who has performed the duties described above or similar duties. The ideal candidate will have at least two (2) years of advocacy skills before neutral third parties; thorough knowledge of the Ohio Revised Code, Administrative Code, and the Collective Bargaining Agreement and experience in legal and general research. Excellent written and communication skills. Must have a valid driver's license and be able to travel.

Pay Range

\$55,840 - \$64,692