



Opening Date: 11/14/2017  
Closing Date: Open Until Filled

## **Vacancy Announcement #38-16 Paralegal**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **SUMMARY DESCRIPTION**

The Paralegal performs professional-level legal and administrative staff work for attorneys in the Office of the General Counsel. The Paralegal possesses superior writing skills and knowledge of essential law office functions, is adept at solving complex problems, thinks logically, is well-organized and reliable, and provides superior customer service. The Paralegal reports to the General Counsel and Deputy General Counsel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following are typical duties that the Paralegal is expected to perform, but the omission of specific duties does not exclude them from the position if the work is similar, related, or is a logical assignment:

- Researches and analyzes law sources, including judicial opinions, statutes, regulations, treatises and articles. Cite-checks and Shepardizes authorities.
- Drafts correspondence, memoranda, legal and business documents and reports for review and approval by attorneys, adhering to uniform standards of the legal profession.
- Supports outside counsel with litigation and administrative agency adjudication. Assist with regulatory compliance, municipal affairs and development projects.
- Interacts with internal clients, Board of Directors, customers and government officials under the direction of supervising attorneys.
- Coordinates and provides staff support to the President and CEO's office during Board of Directors meetings.
- Assists with Events DC's risk management program and insurance portfolio. Processes insurance claims and makes initial and follow-up inquiries as necessary.
- Develops and maintains proper indexing, docketing, filing and matter management systems.
- Assists with office administration (e.g., phone coverage) to ensure overall efficiency and continuity of service.
- Performs other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

The following skills, knowledge, abilities and characteristics are essential to the position:

- Superior writing and verbal communication skills and abilities. Comprehension of rules of grammar, established legal writing principles and uniform rules of citation. Speaks in expressive, concise terms.
- Analytical and problem solving skills, particularly the ability to synthesize complex information and data and develop a solution. Exercises sound judgment.
- Well-organized and able to keep attorneys organized. Dependable, self-reliant, detail orientated, and capable of delivering thorough, comprehensive and high-quality work. Personable, with a capacity for providing superior customer service.
- Advanced computer skills (e.g., Microsoft Word/Excel/PowerPoint and commonly used law office management solutions).
- Legal research skills. Knowledge of the American Digest System (i.e., national reporters, digests, citators, etc.) and proficient with printed and commonly used online legal research solutions (e.g., LexisNexis and Westlaw).

- Ability to produce results under pressure, prioritize tasks and meet conflicting/ changing deadlines while supporting the work of several attorneys.
- Able and willing to work extended hours as required, including evenings and weekends.

### **ADA REQUIREMENTS**

- Ability to read and write instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and customers.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in paralegal studies from an accredited college or university (or bachelor's degree and paralegal certificate from an accredited paralegal program), and 2 to 5 years related experience and/or training, or
- An equivalent combination of education and experience, preferably in an in-house corporate or government agency setting. Experience in corporate law and affairs, administrative law and insurance law, as well as familiarity with District statutes and regulations, are highly desirable.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW

Monday – Tuesday and Friday – 7:00 a.m. – 11 a.m.

Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC**

**Human Resources Department**

**801 Mount Vernon Place, NW**

**Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**