



# Paralegal I

<b>Job Code</b>	20000091	<b>Job Family</b>	Regulatory & Compliance	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	General Counsel	<b>Reports to</b>	General Counsel	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2054	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	6/28/2023				

## Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

The District maintains an in-house legal department to provide professional legal advice and supporting legal services, and legal representation to successfully manage risk, ensure compliance with laws and regulations. The legal department manages the use of in-house and outside counsel to represent the District in claims and litigation, and assists the public records function in managing large records requests that may end up in litigation. The Paralegal provides research and support for the litigation function as well as some legal administrative work, and acts as a liaison between the legal department and district departments.

## Accountabilities

### Accountability #1

Provide the General Counsel's Office with professional paralegal services in defending claims against the District and claims by the District to ensure maximum protection of District legal rights and assets and compliance with all federal, state and local laws and regulations, and similar responsibilities.

### Accountability #2

Assist in-house and external counsel with the processes of legal discovery, pre-trial preparation and trial, including scheduling and calendaring, managing customer dispute hearings, mediation preparation, witness and trial preparation, discovery processes, court filings, and similar responsibilities.

### Accountability #3

Collaborate with the District's information governance and public records groups to assist in the production of records and information as necessary to ensure maximum protection of the District's assets and compliance with all federal, state and local laws and regulations, and similar responsibilities.

### Accountability #4

Assist in leveraging technology and prudently managing costs by developing and maintaining tracking and monitoring systems necessary for litigation functions, including legal holds, discovery and document production, and payment of claims and judgments, and similar responsibilities.

### Accountability #5

Collaborate with the District's Risk Management staff, including through participation in regular status meetings and assisting in continuous improvement projects to ensure continuous improvement in how the District manages claims and protects the District's interest and assets, and similar responsibilities.

### Accountability #6

Support the work of the legal department and leveraging technology, including conducting research and

drafting a variety of business and legal communications, utilizing digital tools for managing information, and similar responsibilities.

**Accountability #7**

**Accountability #8**

**Accountability #9**

**Accountability #10**

**Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

**Qualifications – Education and Experience**

**Minimum Required Education and Experience:**

Associate's Degree in a Legal Assistant Program or Paralegal Program, AND  
Two (2) years of directly related experience as a legal assistant;

OR

Four (4) years of directly related experience as a legal assistant.

**Preferred Education and Experience:**

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

### **Preferred License(s) and/or Certification(s):**

Paralegal professional certification.

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

- Legal terminology and legal document formats;
- Court rules, procedures, laws and regulations for numerous state, federal, and appellate courts, commissions and boards;
- Public disclosure laws, rules and regulations;
- Discovery process and physical evidence;
- Departmental operational standards and procedures;
- Extensive legal research methods and sources;
- Records storage procedures for retrieving materials and files for case work;
- Basic supervision of people;
- Principles and practices of technical legal writing;
- Rules of civil procedure;
- Maintain accurate and complete case records and required reports;
- Accurately and timely manage a high volume of work;
- Perform legal research;
- Maintain positive contact with clients and observe a high level of confidentiality, discretion, and judgment;
- Demonstrate good oral and listening skills;
- Independently research and solve problems;
- Read, interpret and apply procedures, laws, rules, regulations and guidelines;
- Communicate effectively and courteously with people of diverse backgrounds, attorneys, clients, judges, and the general public;
- Write clearly and concisely about complex subject matter;
- Analyze and synthesize data for reports and exhibits;
- Interact appropriately with difficult individuals;

Independently use time efficiently and to organize and perform multiple tasks to meet multiple concurrent deadlines;  
Work calmly under pressure to meet deadlines and cope with interruptions.

**Preferred Skills and Abilities:**

Promote efficient operations and technological systems.  
Promote innovation in District processes and procedures. Supervise and mentor other District staff.

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

<b>Physical Demands List</b>	<b>Frequency</b>
Sit	Constant (67-100%)
Walk	Seldom (1-10%)
Stand	Seldom (1-10%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Frequent (34-66%)
Use distance vision	Seldom (1-10%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

<b>Communication</b>	<b>Frequency</b>
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Never
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Seldom (1-10%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Never
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Seldom (1-10%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Occasional (11-33%)
Work for long periods of time	Never
Work on several tasks at the same time	Frequent (34-66%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never

Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

### On-Call Status and Frequency

**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

### Work Location

**The primary assignment for this position is:**



- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.