



## NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

**TITLE:** Paralegal/Receptionist

**REPORTS TO:** Chief Association Counsel

### **QUALIFICATIONS:**

1. Paralegal Certificate from an ABA accredited school or equivalent experience
2. Ability to manage and organize complex cases and adhere to deadlines.
3. Ability to communicate with staff, clients, members and legal professionals both inside and outside the organization.
4. Ability to assist attorneys with legal research, editing, writing, and legal document preparation.

### **RESPONSIBILITIES:**

1. Organize and manage all legal documents.
2. Maintain all legal files.
3. Perform legal research as directed by the Chief Counsel or one of the Assistant Counsels.
4. Contact clients, attorneys, court personnel, and other individuals as required by the NJASA attorneys.
5. Edit research publications as directed by the Chief Counsel.
6. Maintain attorney calendars and track all attorney deadlines.
7. Compose, edit, and send correspondence as directed by the NJASA Attorneys.
8. Compose, edit, and provide research for NJASA publications as directed by the NJASA attorneys.
9. Answer phones, transfer calls and assist callers as needed.
10. Receive, screen and direct visitors to the office to the proper location.
11. Maintain the schedule for the NJASA retirement consultant, process all relevant correspondence, maintain the waiting list, field phone calls, and schedule appointments.