

Position Title:	Paralegal
Position Number:	000037
Full-time or Part-time:	Full Time
Department:	Division of Legal, Audit Risk and Compliance
Posting Number:	0402005
SHRA/EHRA:	SHRA
Job Category:	Paraprofessional
Hiring Range:	\$42,876.00 - \$48,723.00
Minimum salary:	\$33,078.00
Maximum salary:	\$73,806.00
Overall Position Competency:	Journey
Description of primary duties and responsibilities:	<p>Please note: this position is being re-posted. All previous applicants are still under consideration and need not re-apply.</p> <p>Primary Purpose of the Organizational Unit The Legal, Audit, Risk and Compliance Division's mission is to provide Fayetteville State University with the highest quality legal representation and to assist the University in its commitment to operating with integrity in full compliance with all applicable laws, regulations, and policies.</p>

**Description of Work
Continued:**

Primary Purpose of the Position

The primary purpose of the position is to assist the University attorneys and other members of the Legal, Audit, Risk and Compliance Division with legally related matters. Specifically, the Paralegal will perform substantive legal work under the supervision of the Associate General Counsel. As assigned by the Associate General Counsel, the Paralegal will manage cases; prepare legal documents; research legal issues and/or public records; analyze facts and documents; coordinate discovery processes; interview and coordinate witnesses; communicate with client(s), the public, and others; organize and maintain case files; coordinate work with others; file documents in judicial and quasi-judicial venues, when necessary; and provide litigation support as deemed appropriate. The Paralegal must be knowledgeable in the technical aspects of law needed to support the University attorneys.

Job duties:

- The Paralegal reviews employee and clinical student background checks for the University and responds to inquiries regarding checks.
- The Paralegal assists employees being sponsored by the University for non-immigrant visas. The position is responsible for gathering and keeping all necessary documentation, completing, and responding to USCIS requests on all petitions for H1-B and TN visas filed on behalf of the university in a timely manner. The Paralegal monitors the expiration of visas and employment authorization documents to assist with compliance.
- The Paralegal process and investigate tort claim against the university under the North Carolina Tort Claims Act and must have ability to explain how the tort claim system works. The Paralegal will process, and review tort claims under the direction of the North Carolina Attorney General's Office.
- The Paralegal manages or assists in managing public record requests, by seeing to it that each response complies with NC law and submitting appropriate responses.
- The Paralegal examines whether disclosures are compliant with FERPA and/or Personnel Records Act and conducts FERPA audits in consultation with the attorneys.
- The Paralegal manages and trains staff/faculty on document retention requirements of the University in compliance with applicable laws and policies and consults with staff and faculty on issues regarding document retention.
- The Paralegal arranges for court reporters to be present at faculty/staff/student grievance hearings, when requested. The Paralegal provides the respective committee chair with the official transcript of the hearing, when requested.
- The Paralegal manages bankruptcy filings involving FSU debtors.
- The Paralegal schedules witness testimony and depositions for court proceedings involving the University and assists in interviews at the direction of the attorneys.
- The Paralegal reviews court pleadings and works with the attorneys to appropriately respond.
- The Paralegal manages the court case tracking system.
- Under the direction of the attorneys, the Paralegal interprets University, state, and UNC System-policy, and works to revise, assist in development, maintain, and update University policy.
- The Paralegal assists the attorneys with carrying out tasks to review University compliance with applicable laws, regulations, and policies.
- The Paralegal examines and records deeds.
- The Paralegal performs other tasks under the direction of the attorneys.
- The Paralegal will assist other members of the Legal, Audit, Risk and Compliance Division in areas pertaining to specific aspects of law or policy.

Minimum Education and Experience Requirements:	Completion of an accredited paralegal program; or equivalent combination of training and experience.
Knowledge skills and abilities:	<ul style="list-style-type: none"> • General knowledge of legal terminology, spelling, and grammar. • General knowledge of the NC General Statutes and Rules of Civil Procedure. • Comprehensive knowledge in operating standard office equipment and associated software (e.g. Lexis Nexis, Online NC General Statutes, etc.). • General knowledge of the principles, methods, and practices utilized in legal research. • Thorough knowledge in preparing reports and other types of correspondence. • Ability to summarize facts and evidence. • Ability to perform and organize work independently. • Ability to communicate effectively in oral and written form. • Ability to make arithmetic computations using whole numbers, fractions, and decimals. • Ability to compute rates, ratios, and percentages.
Preferred Qualifications:	Bachelor's degree; experience working independently; and strong skills in Microsoft Office with ability to analyze data in Excel spreadsheet format.
Special Instructions to Applicants:	
Closing Date:	12/01/2021
Open Until Filled:	No
Other Information	If no applicants apply who meet the required competency level and training & experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.
EEO Statement:	Fayetteville State University is committed to equality of educational opportunity and employment and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status. Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty, and staff from diverse backgrounds.
Veteran's Statement	Fayetteville State University is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.
Quick Link	https://jobs.unctsu.edu/postings/20299