

## **POSITION DESCRIPTION**

### IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number
VACANT				00274208

Job Title	Job Code	Working Title
Legal Analyst	07091	Legal Analyst

Department	Organization	Organization Code
Education	Office of Chief Counsel	1200

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number
Shaffer	Angela	Senior Legal Analyst	50520051

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
			Sun	Mon	Tues	Wed	Thur	Fri	Sat
8:30	5:00	37.5		X	X	X	X	X	

**POSITION PURPOSE:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

An employee in this class is responsible for performing routine legal work and assisting attorneys in the performance of varied legal assignments within the Educator Discipline Unit of PDE's Office of Chief Counsel. Work involves conducting legal research and participating in the preparation of cases for trial. The position also involves drafting responses to correspondence, general case management, drafting legal arguments for briefs or memoranda, and analyzing legal issues. After a period of training employees are given assignments of limited difficulty to perform independently. Work is subject to review in process and upon completion, and assistance is normally available with respect to special problems. All work is performed with considerable independence, with only general direction as needed. Work involves handling sensitive and confidential matters.

**DESCRIPTION OF DUTIES:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

### **Duties will include:**

- Field incoming calls and interview complainants, utilizing discretion and independent judgment to obtain information regarding alleged incidents of misconduct, based on the confidential nature of legal matters.

- Provide information to callers regarding background check matters, as appropriate.
- Analyzes facts, arguments, and evidential matter pertinent to educator complaint cases, including an examination of whether an educator is certified via TIMS, flagging their status to “Pending Professional Discipline” if a complaint is justified, and returning complaint and documentation to complainant if not certified or complaint is filed incorrectly.
- Investigates all formal legal complaints against educators to determine validity of grievance and justification for punitive action.
- Processes all complaints against professional educators daily via official submissions through the Educator Misconduct Complaint Form, the Pennsylvania Justice Network, or via Mandatory Report Forms.
- Draft complaints and case information – to be presented to attorneys in addressing educational complaints.
- Understands and presents legal information in concise written form to attorneys when working on educator complaint cases. Also reviews complaints and conducts relevant research regarding policy, laws, and/or regulations to determine applicability.
- Works independently and as a team member in drafting complaints and preparing case information in conformance with established internal policies and procedures.
- Knowledge of applicable federal and state codes, laws, rules, and regulations relevant to educational misconduct.
- Investigates complaints, researches the applicable regulations and rulings, and prepares summary of allegations to assigned attorney(s).
- Uses the Unified Judicial System of Pennsylvania Web Portal (UJS) site to determine if an educator is criminally charged and to obtain docket sheets.
- Coordinate with Magisterial District Judges or Court of Common Pleas to analyze pending charges against an educator and to obtain certified court documents in support of a case.
- Contacts school principals, superintendents, or police officials to fully evaluate an alleged incident and subsequent school action.
- Provides a full range of support to attorneys in preparation for hearing proceedings/actions regarding cases of educational misconduct, including Notice of Charges, Motion for Judgment on Default, Motion for Summary Judgment, Order to Show Cause, etc.
- Possesses a high degree of flexibility, communication, and multitasking in addressing daily workload.
- Assists attorneys in administrative proceedings involving educator discipline and reinstatement, which includes coordinating and overseeing investigations, interviewing, and preparing witnesses, drafting pleadings, motions, and briefs, formulating trial strategy.
- Assists in overseeing work of legal externs assigned to work on educator discipline cases and provide guidance to professional conduct investigators to adequately perform comprehensive investigations. Perform investigative work related to educator discipline cases and reinstatement cases as needed.
- Assist attorneys on all aspects of educator discipline, including matters of substance and procedure, to offer different ways of considering issues and creative approaches to problem solving.
- Assist in formulation of policies, procedures and protocols designed to enhance the prosecution of educator discipline cases.
- Evaluate educator reinstatement applications and draft Department's position statements concerning such applications.

- Responsible for assisting attorneys with electronic filing of all legal documents with both state and federal courts. Includes registration and uploading of court documents within established deadlines.

**Miscellaneous Administrative Support:**

- Act as administrative support as needed, providing coverage for the Educator Discipline Unit, handling phone calls to the Unit, processing the mail or hand-carry deliveries, conference room calendar maintenance or inquires, and assisting visitors to the Unit.
- Assist attorneys, law clerks, and legal interns on special projects as needed.
- Perform legal research projects as requested by attorneys.
- Perform other duties as assigned.

**DECISION MAKING:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

Reviews, analyzes and performs research required to move an educator complaint forward for subsequent prosecution by attorneys.

Independently prepare responses to routine correspondence for assigned attorney's signatures.

Independently prepare field notices for Assistant Chief Counsel's signature relative to teacher disciplinary matters.

**REQUIREMENTS PROFILE:** Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

- 1.
- 2.
- 3.

**ESSENTIAL FUNCTIONS:** Provide a list of essential functions for this position. **Only 40 characters permitted.**

Example: *Lifts boxes weighing up to 60 pounds.*

1. Interpret law and conduct legal research
2. Compose legal documents.
3. Knowledge of legal terminology
4. Understand and adhere to court rules
5. Collect and analyze information.
6. Travel as required; also arrange travel and reimbursements.
7. Use Microsoft Office software.
8. Utilize online research services.
9. Answer phones and maintain calendars
10. Organize and maintain files/databases.

**CERTIFICATION**

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

**Supervisor's Acknowledgement**

**Job Title**

**Date**