

# **PENNSYLVANIA STATE EDUCATION ASSOCIATION**

## **JOB DESCRIPTION**

Job Title: Associate Staff Counsel

Reports to: Legal Field Manager and/or General Counsel

FLSA Status: Exempt (Salaried)

Level: 90

### **Job Summary**

This is a professional position that is primarily responsible for legal research and writing. The position is a two year position which has an option, upon mutual agreement, for a third year. Position responsibilities include, but are not limited to, drafting memoranda, summaries, alerts, pleadings, briefs, petitions, and presentations. An Associate Staff Counsel may be asked to represent, or to assist in the representation of, members, locals or PSEA in administrative or judicial proceedings. The Legal Field Manager or General Counsel, and in some cases Staff Attorneys, must approve of tasks assigned to an Associate Staff Counsel. An Associate Staff Counsel may be assigned to PSEA Headquarters or one of PSEA's field offices.

### **Job Duties and Responsibilities**

1. With the approval of the General Counsel, Legal Field Manager, or Staff Attorney in the field office to which he/she is assigned, Associate Staff Counsel will perform the following research and writing assignments:
  - Prepare legal memoranda, case summaries, and alerts for staff and members.
  - Prepare pleadings, briefs, unfair labor charges, labor board petitions and other documents related to arbitration, litigation, or administrative proceedings.
  - Review, analyze and summarize new and proposed laws and regulations related to labor, employment, and education law.
  - File pleadings in administrative agencies and in federal and state courts.
  - Assist General Counsel, Legal Field Manager, and Staff Attorneys ("PSEA Legal") in arbitrations, litigation, and administrative hearings.

- Assist retained counsel in arbitrations, litigation, and administrative proceedings.
  - Prepare legal presentations and updates for PSEA staff, governance, and members.
  - Participate as needed in crisis situations which require research, analysis, and writing.
  - Draft *amicus curiae* briefs.
  - Perform other work as assigned by General Counsel, Legal Field Manager, or the Staff Attorney in the field office to which he/she is assigned.
2. If properly licensed, and with the approval of the General Counsel, Legal Field Manager, or Staff Attorney in the field office to which he/she is assigned, Associate Staff Counsel will provide legal representation or assistance in the following situations:
- Represent PSEA locals and members in arbitration, litigation, or administrative matters such as unemployment compensation, retirement, discrimination, and educator misconduct.
  - Represent members before state agencies in matters affecting licensure (e.g., bus drivers, school nurses, etc.).
  - Assist PSEA Legal or retained counsel in the representation of PSEA locals and members in County, Commonwealth, Superior, or Supreme Courts and federal courts on employment-related issues.
  - Assist PSEA Legal or retained counsel in the representation of PSEA in County, Commonwealth, Superior or Supreme Courts and federal courts.
  - Assist PSEA Legal or retained counsel in the representation of PSEA, PSEA locals, and PSEA members in other matters as assigned by General Counsel or Legal Field Manager.

### **Knowledge, Skills and Abilities**

- Knowledge of how to conduct thorough and relevant legal research.
- Knowledge of state and federal labor, education, and employment laws.
- Knowledge of the rules of procedure of state and federal courts and administrative agencies.
- Proficient skills in legal analysis.
- Exceptional skills in drafting briefs, pleadings, memoranda, alerts, case summaries, legal updates and other written documents.
- Ability to learn specialized areas of the law related to labor, education, and employment.
- Ability to learn areas of the law that are tangentially related to labor, education, and employment, such as tax or environmental laws.

- Ability to communicate effectively, both orally and in writing.
- Prior use of software programs needed such as Microsoft Office, internet database programs, and email software.
- Ability to utilize PSEA and NEA software programs for billing, research, and other purposes.
- Ability to work competently under pressure and time constraints.
- Ability to effectively handle a heavy and varied caseload.

### **Education, Experience, and Special Requirements**

This position requires a Juris Doctorate degree from an accredited school of law.

The Associate Staff Counsel must be admitted to the Pennsylvania Bar at the time of employment or gain admission shortly thereafter.

Once admitted to the Pennsylvania Bar, an Associate Staff Counsel must satisfy the requirements for maintaining active status, including obtaining the necessary Continuing Legal Education credits.

Associate Staff Counsel must comply with Pennsylvania's Rules of Professional Conduct and any other applicable rules governing the behavior of lawyers.

This position requires the possession a valid driver's operating license.