



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Paralegal Investigator
Payroll/Personnel Type:	12 Month
Reports to:	Coordinator of Employee Relations

Position Summary:

Under the Direction of the Coordinator of Employee Relations, this position serves as a key point of contact for leadership and employees regarding Human Resources and Employee Relation issues. The Paralegal/Investigator will conduct investigations and analyze employment related issues and complaints stemming from workplace incidents and/or internal complaint procedures and provide guidance and support to employees and supervisors while advancing the labor and employee relations component of the SLPS Human Resources Department.

Essential Functions:

- Support the Coordinator of Employee Relations in the counseling of principals, managers, staff, and union representatives on HR policies, practices, procedures and employee relations issues
- Create extensive and detailed reports relating to employment related complaints, allegations and investigations
- Anticipate and identify tasks in case management including calendaring and case files
- Conduct factual investigations related to cases of workplace injuries, employee policy violations, and employee complaints, including handling on-site interviews and witness development
- Assist in the investigation and resolution of employee complaints, citizen complaints, DFS allegations and alleged violations of board policy
- Research and develop cases in a variety of areas, including but not limited to sexual harassment, employee discipline, and litigation matters; interview witnesses and assist with hearing preparation
- Implement employee relations best practices to establish a positive working relationship and promote a high level of morale
- Locate and interview, witnesses, victims, and victim family members through various investigative strategies and techniques
- Recommend corrective/disciplinary action of employees and implement resolutions through the employee disciplinary and staff/victim support processes
- Acts as liaison with other departments, law enforcement agencies, governmental entities, and other agencies concerning investigation activities under charge
- Support the Coordinator of Employee Relations in ensuring HR practices/policies are in compliance with federal and state statutes
- Engage in continual practice of clarifying internal policies and procedures contributing to the overall morale, safety and job satisfaction of the district's workforce
- Assist with new employee orientation processes as needed and/or assigned for the purpose of ensuring employees are knowledgeable of current practices and administrative processes
- Maintain a working knowledge of all federal and state statutes regarding public employees and federal employment regulations
- Provide support to St. Louis Public Schools' in-house and outside counsel
- Attend and testify at depositions, trials or other court functions as required
- Exercise good judgment and confidentiality



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- Perform other duties as assigned by the Coordinator of Employee Relations

Knowledge, Skills, and Abilities:

- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting codes, regulations & laws related to the job functions
- Required to schedule activities, meetings, and/or events; often gather, collate, and/or
- Ability to write detailed and comprehensive reports and correspondence
- Ability to speak effectively before groups of staff members, external organizations and/or colleagues
- Ability to perform general office duties such as typing and operating office machines
- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form
- Ability to function at a high level in a fast-paced dynamic work environment
- Ability to deal with problems involving several concrete variables in standardized situations
- Knowledge of human resources, spreadsheet, contact management and word processing software
- Working knowledge of SAP (preferred)

Experience:

- Minimum of (3) year previous experience and/or training in crime and/or law enforcement investigation principles, practices, and techniques to include conducting background checks and personal interviews; prefer experience in analysis, intelligence or police work in a criminal justice or similar law enforcement environment; or an equivalent combination of education, training, and experience
- Comprehensive working knowledge of board policies/regulations, federal employment regulations, and state statutes regarding public employees

Education:

- Bachelor's Degree in related field or 5 or years in Human Resources
- Master's Degree in related field (preferred)
- Professional in Human Resources (PHR or SHRM) Certification (preferred)
- Paralegal Certification (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:



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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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