

Paralegal – Confidential Position Description  
Wisconsin Employment Relations Commission

POSITION SUMMARY:

Under general supervision, this Paralegal–Confidential position performs a wide range and combination of professional law-related activities to support and assist the Wisconsin Employment Relations Commission Chairman and Staff Attorneys in the delivery of legal services, requiring independent judgment and initiative. The position assists with providing legal services in a variety of program areas in the application of state statutes and administrative code provisions related to municipal, state and private sector labor relations, Wisconsin Public Records Law and records management and data governance, and serves as the Commission’s Public Records Officer. This position reports to the Commission Chairman, who also acts as Chief Legal Counsel.

Responsibilities include: drafting and finalizing a variety of legal documents; independently managing complex appeal cases; assisting the Chairman and Staff Attorneys in preparation for and at hearings; handling confidential cases involving the employer's strategy or position in labor relations; conducting comprehensive, specialized legal research and analysis of statutes and case law; and serving as the primary staff contact and program coordinator for elections programs. As the Commission’s Public Records Officer and primary point of contact for public records requests and appeals to Circuit Court, the position requires detailed research, analysis, and accuracy, as well as coordination, collection, analysis, and processing of varied Commission records. The position also provides other paralegal, executive and administrative support to the Commission Chairman as needed.

**Goals and Worker Activities:**

- 55%    A.    Provide comprehensive complex paralegal support for the Chairman and Staff Attorneys in personnel appeals, complaints, grievances, interest arbitrations, and declaratory rulings cases, requiring knowledge of Wisconsin Statutes and Administrative Codes, ensuring all legal requirements are met in a timely manner.**

Draft, review, prepare and finalize a variety of Findings of Fact, Conclusions of Law and Orders, Notices, Motions, Declaratory Rulings, Answers, correspondence and other legal documents, requiring knowledge of numerous applicable statutes, administrative codes and case law. Set deadlines and ensure all legal requirements are met/filed in a timely manner. Handle confidential cases and information. Independently manage complex cases. Assist the Chairman and Staff Attorneys in preparation for and at hearings. Conduct comprehensive, specialized legal research and analysis of state statutes, administrative code provisions and case law.

- A.1. Receive, independently analyze, and determine Commission’s legal obligations regarding new filings. Identify, serve and manage all confidential legal case files in personnel appeals, complaints, grievances, arbitrations, mediations and informal hearing officer cases. Open and independently manage contacts, attorney

assignments, motions and statutory filing deadlines, setting and apprising parties of response deadlines, filings and service requirements.

- A.2. Draft, review, prepare, finalize and serve Preliminary Orders, Notices of Pre-hearings and Hearings, Letters of Appearance, Orders of Dismissal, Protective Orders, dispositive Orders: Granting or Denying Motions to Dismiss, Motions for Fees, and Requests for Rehearing; and Orders Appointing Examiner/Arbitrator. Research and analyze applicable statutes and administrative code requirements.
- A.3. Assist Staff Attorneys and the Chairman with preparations for/at hearings, and with post-hearing issues. Review and independently manage Exhibits, Witness Lists, Objections and Motions filed by parties. Compile exhibits, media and trial binders for use in hearing. Schedule and conduct pre-hearing conference(s) when requested. Contract court reporter services when statutorily necessary.
- A.4. Proofread, cite-check statutes, administrative rules and case law, and finalize and issue staff attorney proposed and final decisions, orders and awards, ensuring documents are accurate, complete, and error-free, requiring knowledge of appropriate legal citation format and attention to detail.
- A.5. Research, analyze and determine applicable statutory service requirements, appeal rights and draft appropriate service letters. Serve and track Final Decisions and Awards pursuant to statutory requirements for appeal. Determine and track statutory deadlines for discovery filings, issuance of Final Decisions and Orders, and receive and manage Requests for Rehearing and/or Petitions for Judicial Review.
- A.6. Identify, review, analyze, and compile records/case file documents for Wis. Stat. ch. 227 appeals, requiring knowledge and ability to interpret and apply Wisconsin Public Records Law and applicable policies and procedures. Review, analyze, determine and apply redactions of protected information. Draft, review, prepare, finalize and e-file Record, Summary of Proceedings and Certificate of Service with Circuit Court and/or Appellate Court and interested parties.
- A.7. Draft, review, prepare, finalize and e-file Circuit Court and Appellate Court Answers and Motions. Review, revise and finalize attorney draft Appellate Court briefs. Draft, review, prepare and finalize Table of Contents, Table of Authorities, and transmittal correspondence. E-file and serve briefs, appendices, and other legal documents, requiring knowledge of and ability to interpret and apply applicable statutes and Appellate rules of procedure.
- A.8. Conduct specialized legal research and analysis as needed of municipal, state and private sector labor relations laws, ch. 227, Stats., and administrative rules, policies and procedures governing the Commission, and case law on legal subjects pertinent to the Commission. Effectively summarize the research results.

**25 % B. Independently manage new recognition elections and assist Commission staff with annual recertification elections, in compliance with Wis. Stat. Ch. 111.**

- B.1 Receive, review, open and manage Petitions for Election, and Petitions for Annual Certification and filing fees. Accurately record all filing fees received. Maintain confidential electronic records and update database with proper parties.
- B.2 Draft and finalize Stipulations for Election. Research data and resolve voter eligibility/voting issues/unit descriptions with Union, Employer and/or third-party vendor.
- B.3. Schedule recognition election. Assign Decision numbers, prepare, review, finalize and serve Direction and Notice of Election, Draft, print, compile and mail Notice of Election, envelopes and mail ballots. Draft eligibility list and tally sheet. Receive, manage, and conduct mail ballot election. Email election results to parties.
- B.4 Receive and independently manage objections to election results. Draft, finalize and serve dispositive Orders and Notices, effectively summarizing election results/issues, including scheduling new election.
- B.5. Draft, finalize and serve Notice of Hearing if necessary. Research and analyze applicable statutes and administrative code requirements. Contract court reporter.

**15% C. Provide paralegal support and executive administrative assistance to the Chairman in the performance of quasi-judicial duties requiring knowledge of applicable statutes, administrative codes, and executive orders. Serve as Agency Public Records Officer and respond to Open Records Requests. Provide paralegal support on special projects as requested. Ensure all legal requirements are met in a timely manner**

- C.1. Independently manage Commission caseload and identify cases ripe for consideration/action. Draft and post Commission Meeting Notice Agenda in compliance with open meetings law. Identify, compile, and provide electronic records and legal case file documents/hearing recordings to Chair as requested.
- C.2. Receive and independently analyze requests under Wisconsin Public Records Law from sources including attorneys, legislators, media, and the general public, determining Commission's legal obligations. Research, identify, review, compile, prepare, finalize and provide documents and data responsive to requests. Identify and redact confidential information. Draft response letters explaining requester's legal rights/legal basis for withholding confidential information.
- C.3 Attend bimonthly Records Officers' meetings when appropriate. Update Records Disposition Authorizations (RDAs) in a timely manner to comply with Wis. Stat. § 16.61(4). Draft and submit new and/or revised RDAs to the Public Records Board for approval when necessary. Respond to RDA dispositions timely.

- C.4 Manage, organize and close electronic and physical case file(s) and records in compliance with agency RDAs. Keep accurate records of files sent to, stored at, or requested from the State Records Center or State Historical Society.

**5 % D. Provide General Office Support**

- D.1 Provide back-up coverage answering main telephone line, providing excellent customer service to customers.
- D.2 Provide back-up coverage in office collecting daily drop-box, Inter-departmental and U.S. mail. Open, date-stamp, scan and route as appropriate.

## Knowledge, Skills, and Abilities

- Knowledge of basic legal principles and concepts, legal terminology, legal document preparation, legal research techniques and Blue Book citations
- Knowledge and skill in using computer programs in Microsoft Office Suite and Adobe Acrobat Pro; ability to maintain a computerized database of records
- Ability to perform legal research on the internet, Wisconsin Court System and State Law Library websites, and working knowledge of Westlaw software,
- Skill and ability to read, analyze, interpret and apply complex statutes, rules, policies and/or procedures
- Ability to analyze facts and determine compliance with legal and procedural requirements
- Knowledge of and ability to interpret and apply Wisconsin Public Records Law and applicable policies and procedures. Knowledge of records management principles and records retention schedules, especially electronic records management and data governance.
- Ability to draft and prepare a wide variety of legal documents in final format
- Effective time-management skills and ability to manage varied workload under limited supervision
- Excellent organizational skills to prioritize and balance multiple or competing priorities under limited supervision with frequent interruptions
- Excellent proofreading and editing skills and attention to detail when reviewing, processing and drafting documents
- Excellent oral and written communication skills
- Ability to work independently and exercise sound-professional judgment and discretion with sensitive or confidential information, under limited supervision
- Knowledge of statutes and rules and skills related to preparation and e-filing of legal documents in Wisconsin Circuit and Appellate Courts
- Ability to sit/stand for the majority of workday and work on computer screen