

Paralegal

The Ohio Turnpike and Infrastructure Commission Berea Administration Building – Berea, Ohio



If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's what we can offer you:

- Salary range from \$50,000.00 - \$60,775.00 annually
- Excellent pension, and health care benefits
- Paid leave and holidays
- Growth and advancement
- Educational assistance and reimbursement

Job Duties:

- Prepare, draft and review requests for proposals (RFPs), request for information (RFIs), standard contracts, authorizing resolutions for Commission Board approval, contract award and rejection letters, scope of work letter assignments and other documentation related to the procurement process.
- Proofread draft documents; assist with review of bids or proposals received in response to advertisements for projects or contracts.
- Draft bid or proposal review memoranda and related documents.
- Act as liaison with Commission staff to provide information regarding the procurement process and status of in-progress contracts.
- Review contractual agreements for internal compliance, ensure information is accurate prior to execution, and retrieval and copying/scanning of executed agreements from files.
- Draft and review contract modifications to agreements within defined parameters, exercising judgment concerning agreement language within defined procedures and practices to determine appropriate action and understanding technical alternatives related to agreement language and impact/consequence from both a legal and business perspective.
- Research federal and/or state statutes, judicial decisions and other legal sources and reference materials in order to assist attorneys in preparing responses to inquiries, complaints, claims or legal/administrative procedural issues.
- Draft legal briefs and memoranda, contracts, pleadings, motions, affidavits, rules and/or regulations and prepare case summaries for licensed attorneys.
- Review leases and/or contracts.
- Respond to general inquiries.
- Operate personal computer to conduct legal research.
- Compile and produce appendix material for briefs according to various court rules; monitors cases; file or submit documents with courts or other offices (i.e., county recorder) electronically; maintain files; make photocopies.
- Perform any other duties as may be assigned by the General Counsel, Director of Contracts Administration, and/or other Commission staff attorneys.

Major Work Characteristics:

- Requires strong initiative to take on work as assigned.
- Ability to work in a team environment, be receptive to other viewpoints, as well as be an individual contributor.
- Must possess a high level of integrity and professional demeanor.
- Strong communication skills (verbal and written) and be adept at research and writing.
- Strong attention to detail.
- Must be discrete with confidential and proprietary information as well as the ability to remain focused and flexible.
- Ability to assist other areas of the Legal Department or Contracts Administration Department with unrelated and related tasks.
- Familiar with legal and procurement terminology, be able to act on detailed instructions, be organized and demonstrate good judgment in carrying out the client's policies.

Education and Experience:

- Successful completion of certification program for paralegal or 12 months of law school training, or at least five (5) years' experience in contracting and procurement, with public sector procurement preferred.
- Must be proficient in the use of Microsoft Office and Adobe programs, and familiar with using a large file transfer system.
- Experience with document management or tracking software preferred.
- Online notary certification preferred.

Application Process:

Background checks will be conducted on all selected applicants and include, but are not limited to, driving record, criminal record and employment history. A drug test and pre-employment physical may be required as a part of the selection process.

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and FCRA form (available on the website) and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resource Manager
Human Resources Department
Reference Code: Paralegal
682 Prospect Street
Berea, Ohio 44017

Applications will be received until position is filled.

The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.