

Cannabis Control Commission
Job Description

Department: Legal

Reports to: General Counsel

Job Title: Paralegal or Legal Assistant

I. PURPOSE OF THE JOB

The Commission seeks to hire a paralegal or legal assistant. With the direction of the General Counsel and other members of the legal department, the successful applicant will be responsible for managing routine legal matters. He or she will perform a variety of legal tasks in support of the Commission's mission, including, but not limited to, the maintenance of systems for managing legal materials, preparation of the minutes of public meetings, and management of requests for public records.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide legal support, including conducting research and organizing materials, as needed by the General Counsel and other members of the legal department, as well as the Executive Director and Commissioners.
- Formulate, establish and maintain tracking and other information management systems for administrative and legal matters, including electronic and hard copy files.
- Support legal and Commission staff in the preparation and conduct of public meetings, including the drafting of the minutes. The successful applicant will be familiar with the open meeting laws.
- Support legal and Commission staff in responding to general inquiries from the public.
- Support legal and Commission staff in responding to public records requests. Review public records requests; gather responsive documents for attorney review; respond to public records requests; and manage electronic files of responses to public records requests.
- Maintain litigation files and support the legal department in providing the Office of the Attorney General with information pertaining to litigation matters before federal and state courts.
- Support legal and Commission staff in the procurement processes and its relationships with outside vendors.
- Ability to meet expectations and accept personal responsibility for the work.
- Ability to work in a confidential manner and to handle sensitive information.
- Willingness to think creatively and to resolve problems.
- Commitment to building constructive working relationships.

III. EDUCATION AND EXPERIENCE

- Paralegal Certificate, Associates Degree, or equivalent experience. Bachelor level preferred.
- Minimum 3 years experience in a law firm, corporation or government agency.
- Must demonstrate a familiarity with open meeting and public records laws.
- Outstanding organizational skills, which includes the ability to prioritize and complete multiple projects under time constraints and with available resources.
- Excellent interpersonal, verbal and written communication skills; must be able to interact with people at all levels within the Commission, with the entities regulated by the Commission, outside counsel, outside vendors, and members of the public.

- Ability to work productively, independently, and creatively in an evolving environment.
- Must possess good judgment in making decisions and addressing problems.
- Must demonstrate a proficiency with computers and the MS Office Suite (Outlook, Word, Excel, PowerPoint) and willingness to learn state- and Commission-specific information technology systems.
- Must demonstrate an appreciation of and an attention to detail.
- Willingness to perform administrative and clerical duties as needed.