

## Paralegal

The Oklahoma Student Loan Authority (OSLA) is seeking applicants for the newly created Paralegal position. OSLA is a rapidly growing call center which successfully services student loans as a contractor for Federal Student Aid (FSA).

The Paralegal assists the General Counsel by providing clerical and research support including document preparation and review; monitoring litigation deadlines and billing of contracted counsel; maintaining OSLA's contracts and all modifications, amendments, and change requests in a searchable format; and creating monthly litigation reports. The paralegal interacts effectively with all employee levels, maintaining excellent interpersonal and customer service skills.

### **Job Requirements:**

- Employees are required to be vaccinated for COVID-19 except for legally entitled accommodation.
- Obtains/maintains a 5C moderate level security clearance as required of federal government contractors which includes a background check conducted by the U.S. Government to determine eligibility and suitability.
- Paralegal certificate required. Associate or bachelor's degree in Paralegal Studies or related field preferred.
- A minimum of 2 years of significant and substantive litigation experience as a paralegal / legal assistant in a law firm setting or similar setting; 5 years preferred.
- Demonstrates an understanding of legal language and principles, research methods, court pleadings and processes.
- Proficient in MS Office suite.
- Strong analytical and problem-solving skills; excellent time management and organizational skills with a focus on attention to detail and a proven ability to meet deadlines.

### **Essential Functions:**

- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to General Counsel.
- Maintains contracts and lists associated with OSLA's federal contract, to include up to date modifications, amendments, change requests, and contractual terms.
- Drafts legal documents; files motions and pleadings according to judicial procedures; performs other clerical duties as required.
- Maintains records for locating suitable counsel in other jurisdictions, monitors deadlines and billing of contracted counsel.
- Meets with General Counsel, contracted counsel, and other staff to discuss assigned cases or projects; creates monthly litigation reports as required.
- Coordinates with staff to ensure required notification of pending litigation is provided to FSA and approval is obtained for the release of records in litigation.

**Other Information:**

OSLA's benefits package includes health, dental, vision, life insurance, flex accounts, YMCA membership, Teachers' Retirement System pension; paid vacation, sick and 11 holidays, and more. Submit your resume by e-mail to [hr@osla.org](mailto:hr@osla.org) or apply at <https://public.osla.org>

OSLA encourages applications from individuals with disabilities, minorities and veterans. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, disability, protected veteran status, or any other characteristic protected by federal, state or local law.

In compliance with the Americans Disabilities Act Amendment Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with OSLA, please call 405-556-9295 (HR), TDD: Dial 405-556-9230.