

## PACO INTERIM NEWS FLASH FOR NOVEMBER 2003

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### October 13, 2003 Board Meeting Summary

PACO received a thank you letter from the Capital University Paralegal Program for our \$250 donation to assist a paralegal student with the cost of textbooks. Eugenia Maish and Catherine Hawes reported about the following topics discussed at the recent Statewide Forum: the Cincinnati Association of Paralegals is no longer affiliated with NFPA, the Toledo Association of Paralegals is considering a name change to Toledo Association of Paralegals, certification of schools and paralegal programs to ensure that students will be able to make informed decisions of where to attend paralegal programs and paralegal certification and testing procedures. NFPA will change the format of *The Reporter* to have articles regarding various topics in each issue rather than focusing on only one topic per issue. There was further discussion over the details of the potential affiliation with the Columbus Bar Association.

### PACO October 13, 2003 General Membership Meeting Summary

Paul S. Unger of Henley March & Unger Consulting, Inc. spoke on "The Internet from a Different Angle" and gave examples of interactive electronic documents for litigation suits.

Katie Essex announced she has recently spoke to the students in the Columbus State paralegal program and would also be attending the Open House for the Capital paralegal program. Catherine Hawes will also be a panelist at Columbus State for a paralegal panel.

Katie also announced the PACO Holiday Social will be Wednesday December 3 at Hahn Loeser & Parks from 6:00 pm to 8:00 pm.

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### 30<sup>TH</sup> Anniversary Celebration!

Everyone is invited to the 30th "Pearl" Anniversary celebration luncheon on November 17th at noon at the Athletic Club of Columbus. Please RSVP by November 7th to Karen Finch at [kfinch@bakerlaw.com](mailto:kfinch@bakerlaw.com) or Karen Finch, 65 East State Street, Suite 2100, Columbus, Ohio 43215 with your choice of entree, either Raspberry Chicken or Penne Rigate (Vegetarian). The cost is \$20 a person and please make your check payable to PACO. We hope you can attend this celebration of 30 years of excellence in the legal profession. You deserve this luncheon for a job well done!!! We will have door prizes and hopefully time to reacquaint yourselves with some guests and paralegals you may not have seen lately. For additional information, contact Karen Finch at 614/462-2679.

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### Paralegal Job Bank Openings

#### EXECUTIVE ASSISTANT

The Ohio Education Association is seeking qualified candidates for the position of Executive Assistant - General Counsel Operations. The position is located at the OEA Headquarters in Columbus, Ohio.

The Executive Assistant position provides administrative support to the Assistant Executive Director - General Counsel and assists in the organization, implementation, and administration of the OEA's General Counsel Operations, including Human Resources and Legal Services. The successful candidate must possess a Bachelor's degree in business or public administration, human resources, or a related field or the equivalent as determined by the Executive Director; demonstrated ability to communicate effectively both in writing and verbally; demonstrated ability to manage staff and maintain positive, collaborative working relationships; demonstrated ability to plan, prioritize and handle multiple tasks; evidence of a commitment to excellence in all areas; and ability to perform complex clerical duties including typing, dictation and similar office practices. Must have high level of skill in MS Word, Excel and Outlook. Salary is commensurate with experience and qualifications. Benefits include generous leaves, health, dental and vision insurance, and retirement plans including 401(k) plan. This is a non-bargaining unit managerial position (exempt) and reports to the Assistant Executive Director - General Counsel. For consideration, please send a cover letter and resume which address how you meet the described qualifications for the position,

including your salary history to: **OEA Human Resources-EAGC, Ohio Education Association, P.O. Box 2550, Columbus, Ohio 43216, by the close of business November 12, 2003.** No phone calls please. The OEA is an Equal Opportunity Affirmative Action Employer.

#### **PART-TIME JOB SOCIAL SECURITY DISABILITY PARALEGAL FOR ATTORNEY**

Duties include: Interview clients; request medical records from doctors, clinics, and hospitals; answer phones and respond to technical questions; telephone intake interview for potential clients; filing; occasionally draft legal documents; draft and file appeals. No experience necessary, however, some law office background would be beneficial! Approximately 12 to 16 hours per week, anytime between 8:00 am and 5:00 pm. Wages are negotiable. **Please contact Ms. D. Mason, Attorney at Law, at (614)621-1214.**

#### **DOWNTOWN/COLUMBUS, OHIO PARALEGAL**

Manage the portfolio of leases through the development and execution of lease-related documents, maximizing financial gain while minimizing financial risk and liability in support of EB operating standards and Brand direction. Requires prior Paralegal expertise with real estate experience. There will be some lease administration responsibilities also. Commercial Real Estate experience is a nice plus. Excellent pay, free bennies, cushy offices and paid parking. Please submit your resume in WORD with the following info to **TBurkhart@crowchizek.com**: 1) Current/most recent and desired compensation; 2) Reason for change; 3) Number of years as a Paralegal; 4) Number of years in Real Estate; 5) Education and/or Certifications.

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**Adopt-a-Highway - the LAST one of the year!**

**DO A GOOD DEED –WE NEED YOUR HELPING HANDS ONE LAST TIME!!!**

On **November 8th at 8:30am** PACO will be cleaning its portion of Rt 70. Please consider participating! We need a large group for this activity to be successful. It only takes about two hours and it is an easy and rewarding project. If you can participate, please email [pr@pacoparalegals.org](mailto:pr@pacoparalegals.org)!! Thank you to all who helped with the project in September: Kathy McGranahan, Ruth Fulton, Andrea Anderson, Chris Hardin, T. Julie Schuer, Colleen Brandt, Bridgett Klingbeil.

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#### **ATTENTION WORKERS' COMP AND LITIGATION PARALEGALS**

**Please join us for a brown bag lunch presenting**

**LAW CLAW**

**CASE MANAGEMENT SOFTWARE**

**WHEN:** Wednesday, November 17th, Noon – 1:00 PM

**WHERE:** The law offices of Hahn Loeser + Parks  
1050 Fifth Third Center  
25 E. State Street

**THE DEAL:** Lunch will be provided courtesy of Law Claw

**HOW:** RSVP to Katie Essex at [kessex@hahnlaw.com](mailto:kessex@hahnlaw.com) or 233-5124  
Sitting is very limited so please call early with your reservation.

Law Claw is a comprehensive, yet easy to use computer software available to small and large firms. Some of the capabilities include:

- Letter Generation & tracking
- Customizable Date Reminders – DON'T MISS A STATUTE DATE!
- Scanning of Documents or Pictures
- Network Ready
- BarCode File Location

**HOPE TO SEE YOU THERE!**