



POSITION DESCRIPTION

Department:	Legal	Department Manager:	General Counsel
Job Title:	Paralegal	Reports To:	General Counsel
Classification:	Non-exempt	Effective Date:	2/1/2026

POSITION SUMMARY

The Paralegal is responsible for supporting the Legal Department and the Southwest Airlines Pilots Association (SWAPA) with union and employer related matters including but not limited to drafting labor grievances and supporting arbitration proceedings. This position requires interaction with all levels within the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, the individual must be able to execute each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note job duties, responsibilities, and activities may change at any time, with or without notice, to accommodate business needs.

- Conduct legal research of case law, Railway Labor Act (RLA), and National Labor Relations Act (NLRA) decisions.
- Conduct research to assist the Legal Department and Contract Administration Committee with evaluation of SWAPA member issues and compliance with the pilots' Collective Bargaining Agreement.
- Support Legal Department with preparation for grievances and arbitrations.
- Prepare drafts of grievances and discovery documents.
- Maintain deadlines, pleadings, discovery indexes, and filing in all case files.
- Handle trial preparation for the attorney and post-arbitration procedures, including organization of exhibits, documents, evidence, and filing of briefs and appendices.
- Maintain investigations tracker for the Legal Department and Contract Administration Committee.
- Analyze factual situations, review previous cases, and prepare reports of analogous past situations for review by the Legal Department and Contract Administration Committee.
- Monitor and assist with prioritizing large volumes of email requests, deadlines, tasks, and issue reports.
- Collaborate with the IT department to create and develop databases with tools like Power BI.
- Provide administrative support for Legal department, such as preparing and submitting expense reports, filing, document preparation, coordinating travel arrangements, etc. as needed.
- Other job duties as delegated or assigned.

EDUCATION & QUALIFICATIONS

- 5+ years of experience as legal assistant or similar role in legal department
- Bachelor's or Associates Degree preferred
- Completion of an approved Paralegal Program is a plus
- Proficient in MS Office 365 Suite
- Expertise in using analytical tools such as Power BI
- Experience with legal databases such as Bloomberg, LexisNexis, Westlaw, etc.
- Experience in or an understanding of the airline industry and/or airline union is a plus

- Outstanding organizational skills, time management skills, and attention to detail
- Strong verbal and written communication skills
- Superior analytical skills and ability to navigate novel legal issues
- Organized, reliable, and attentive to detail
- Able to exercise high levels of discretion, confidentiality, sensitivity, and integrity

PHYSICAL DEMAND & WORK EFFORTS

- Keying / typing, sitting, standing walking
- Ability to spend large periods of time viewing computer monitor(s)
- Ability to lift up to 20 pounds
- Ability to travel, including but not limited to driving, to/from various locations including conferences, trainings, and/or attendance at SWAPA events
- Potential standing for long periods of time in support of Union-related activities such as picketing
- Constant mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness in an office environment
- Compliance with company attendance standards

**Employee
Signature:** _____

**Department
Manager Signature:** _____

**Executive Director
Signature:** _____