

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Legal Administrative Assistant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Legal Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	032 Confidential
ISSUED:	July 1, 2012		

BASIC FUNCTION:

Relieve the workload of a manager and perform high-level administrative and paralegal research duties in the legal offices of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as administrative assistant to a district legal counsel and independently perform administrative duties of a legal or technical nature. **E**

Prepare pleadings, resolutions, contracts, briefs, and other legal documents; calendar litigation and response deadlines. **E**

Perform paralegal research duties such as researching documents and checking legal references. **E**

Compose and prepare legal and confidential correspondence, board agenda items and special reports. **E**

Organize and maintain legal and other confidential files. **E**

Provide administrative and specialized support pertaining to the district's negotiations with designated exclusive representatives. **E**

Log and expedite the processing of legal documents including claims, subpoenas, records requests and other related documents; conduct necessary research and draft responses to same. **E**

Distribute and process conflict of interest statements. **E**

Interpret and explain administrative policies and procedures to the staff and public; assist in the development, revision and interpretation of policies and procedures. **E**

Represent the Legal Services Office in communications with parents and community members, representatives of other organizations and staff in response to claims, requests, complaints, and other matters of a legal/technical nature.

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, increasingly responsible legal secretarial and/or paralegal experience including legal research. Graduation from a recognized four- year college or university with a business or secretarial major may be substituted for one year of the experience requirement. Completed coursework in paralegal studies and/or a certificate from an accredited paralegal program is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Typing certificate for 50 words per minute net corrected speed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Legal terms and procedures.

Basic concepts, procedures, and formats required in civil and school law practices.

Proficiency in composition, grammar, spelling and punctuation.

Oral and written communication skills.

Reading and writing English communication skills.

Office equipment and computers including related and assigned software applications such as MS Word, Excel, and PowerPoint.

Modern office methods, practices and organization.

ABILITY TO:

Type at a net corrected speed of 50 words per minute.

Exercise diplomacy, tact, and independent judgment and to assume responsibility

Operate standard office equipment including computers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports and, pleadings.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

Issued: 7.01.12

Job Code 6346

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