

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Legal Administrative Assistant II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Legal Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	040 Confidential
ISSUED:	July 1, 2012		

BASIC FUNCTION:

Relieve the workload of a manager and perform high-level legal administrative tasks, paralegal research, office management duties; lead and direct the work of other legal support staff 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 legal office manager and administrative assistant to the General Counsel and/or Deputy General Counsel; coordinate work flow. **E**

Independently perform highly responsible administrative tasks of a legal, operational and/or technical nature. **E**

Conduct research, analyze data, and prepare, coordinate and maintain management, office systems, statistical and analytical studies, reports, records and files. **E**

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

Perform paralegal research duties and compose and prepare legal and confidential correspondence and special reports. **E**

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

Assist in budget preparation for the legal office and in the maintenance of expenditure controls. **E**

Organize and maintain legal and other confidential files including long term records retention. **E**

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

Develop, evaluate, revise, interpret and explain administrative policies and procedures to the staff and public. **E**

Manage outside counsel and vendor contracts. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to five years of recent increasingly responsible legal secretarial/paralegal experience including independent legal research and legal office management. Completed coursework in paralegal studies and/or a certificate from an accredited paralegal program is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net, corrected speed of 50 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Legal terms and procedures

Concepts, procedures and formats required in civil and school law practices.

Proficiency in correct English usage, composition, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Reading and writing English communication skills.

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

ABILITY TO:

Perform legal research and compose routine, specialized, legal correspondence, documents and reports using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.

Operate standard office equipment including computers and related and assigned software applications.

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

Take legal dictation at 90 words per minute.

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.

Work independently with little direction.

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

Lead, train, and direct the work of others.

Exercise diplomacy tact and good judgment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, 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 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 6347

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