

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Legal Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	020
REVISED:	March 20, 2015		

BASIC FUNCTION:

Perform difficult, complex and sensitive paralegal duties related to the functions of the District.

REPRESENTATIVE DUTIES:

Provide expedient, efficient, and concise response to requests for information orally or in writing; review documents proposed to be produced in response to Public Records Act requests and redact confidential information. *E*

Receive and process student record subpoenas served on the district; review and analyze subpoenas to ensure accuracy and compliance with required elements; obtain and review student records and redact confidential information. *E*

Research, investigate, and develop cases, in a variety of areas including employee disciplines, Uniform Complaints and other litigation matters; interview witnesses and assist with hearings. *E*

Develop, implement and refine systems for improving request response time. *E*

Communicate with attorneys regarding new or revised court rules and procedures. *E*

Assist with filing court documents, writing pleadings, and maintaining organized files. *E*

Develop and implement a comprehensive plan for organization of office systems including filing of documents and system integration. *E*

Act as liaison to district staff; interpret and explain administrative policies and procedures to staff and the public; assist in the development, revision and interpretation of policies and procedures. *E*

Research complex questions and provide related information to attorneys and site administrators. *E*

Direct and/or supervise assigned staff members. *E*

Develop and conduct on-going training sessions for assigned staff regarding changes in office policies and legal procedures. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a degree in paralegal studies, business administration, or related field and four years of experience in a managerial or supervisory position in a public or private law office or agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state and local court rules and procedures.
Legal concepts, terminology and principles.
Use of legal reference materials.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations, and court procedures.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Create and maintain database and spreadsheet programming with Access and Excel software.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, and write reports and documents; 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.