

JOB DESCRIPTION

TITLE LEGAL SECRETARY

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required. A minimum of five (5) years of progressively responsible experience performing executive and/or legal secretarial work; or graduation from a recognized school of secretarial skills and a minimum of three (3) years of legal office experience. Advanced level computer skills required (e.g., word processing, spreadsheets, databases, email).
Language Skills	Ability to read, review, analyze, and proofread legal documents, professional journals, memoranda, technical procedures, or governmental regulations. Ability to type legal briefs, pleadings, real estate and government documents, correspondence and legal minutes. Ability to clearly and effectively communicate with all levels of School District, Court and Government personnel and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO School Board Attorney/District General Counsel

GENERAL RESPONSIBILITIES

1. Provides a variety of highly responsible, confidential and complex legal secretarial duties in support of the School Board Attorney/District General Counsel and paralegal staff.

SPECIFIC RESPONSIBILITIES

1. Provides responsible legal secretarial support to the legal staff including but not limited to all copying, mailing, filing of outgoing documents.
2. Researches, assembles and summarizes information for requested reports and materials in conjunction with the District General Counsel and Paralegal staff.
3. Prepares and processes pleadings and documents requiring knowledge of legal format, terminology and procedures.
4. Transcribes a variety of correspondence and legal documents, including, but not limited to, legal briefs and memoranda, contracts, leases, agreements, letters and memos from tape.
5. Obtains, gathers, and organizes pertinent data for the legal staff's use in providing legal assistance and in preparation of other legal documents and opinions.
6. Establishes and maintains automated and manual filing systems and processes and routes incoming correspondence.
7. Receives and screens calls and visitors; provides assistance and information; responds to complaints, inquiries and requests for information; researches, collects and distributes information; and refers callers/visitors to other departments as appropriate.
8. Works with the legal department staff to maintain the legal department's budget and requests purchase orders through requisitions as required.
9. Orders and maintains supplies as needed.
10. Performs bookkeeping tasks associated with the position.
11. Maintains a comprehensive and working knowledge of computer systems and programs to include but not limited to: Word, e-mail, TERMS programs, Microsoft Office. Transmits and receives facsimile information.

12. Maintains a schedule of appointments and makes arrangements for conferences and interviews for School Board Attorney/District General Counsel and paralegals as directed.
13. Makes travel arrangements for School Board Attorney/District General Counsel as directed.
14. Works with the School Board Attorney /District General Counsel in carrying out the day-to-day operations of the department.
15. Assists in setting up Serves as hostess for selected hearings and meetings.
16. Disseminates school district forms used by the School Board Attorney/District General Counsel and serves as a source of information regarding the regulations and policies of the legal department.
17. Maintains the records of Public Notices and advertisements for audit purposes.
18. Works closely with administrative and consultant personnel in providing necessary personnel and financial data for the proper development of plans and programs.
19. Coordinates School Board agenda items; prepares memoranda and exhibits for School Board consideration and coordinates the production of School Board agenda items.
20. Assists paralegals as directed.
21. Performs other duties as assigned.