

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Legal Executive Assistant (Confidential)

DEFINITION

Under general direction, provides high-level legal administrative support for the General Counsel and Associate General Counsel, performing a variety of responsible secretarial, technical, and administrative functions; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Legal Executive Assistant class is distinguished from the Executive Assistant class in that knowledge of legal terminology, legal research methods, and procedures is necessary. This class is part of the Confidential unit, which is distinguished from the classified unit by the assignment of duties that are directly related to the negotiations and employee/employer relations functions of the county office.

DIRECTLY RESPONSIBLE TO

General Counsel; may be assigned work by the Executive Assistant to the Superintendent.

SUPERVISION OVER

May be responsible for assigning, directing, and reviewing the work of other support personnel.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

Legal Research and Special Projects

Researches, compiles, prepares, and provides research and statistical reports; utilizes online resources and law library materials to conduct paralegal research at the local, state, and federal levels; verifies research results are standard, consistent, and valid; assists staff in locating or identifying legal references; may present findings and reports to staff or other groups as necessary; assists in coordinating Williams site reviews, reports and trainings; maintains records and calendar for county charter school petitions, appeals, and oversight.

Support to General Counsel and Staff

Manages office details by relieving the General Counsel of routine requests and matters; follows established rules and procedures in responding to requests and redirecting items to other staff members; designs and organizes the office record keeping system and insures maintenance of legal opinion files, litigation files, subject files and legal publications; files legal documents with appropriate courts; screens calls and visitors; serves as backup for other positions in the department; maintains follow-up/reminder systems to insure timely completion of projects; prepares necessary documents to order equipment and supplies; may train, supervise and assign work to subordinates; tracks hours and continuing education credits for staff to meet requirements for California State Bar Association; maintains dockets and calendars for General Counsel and other staff; schedules related appointments; coordinates activities of numerous departments insuring functions that are scheduled do not conflict with existing or planned events; makes arrangements for conferences, workshops, and inservices.

Budget Management

maintains oversight responsibility for department budgets including compiling necessary data for projects, monitoring expenditures and income, recommending and instituting budget revisions when necessary; schedules and coordinates travel/conference arrangements; completes purchase requisitions; prepares expense and mileage reimbursement claims;

Communication and Policy Interpretation

Acts as liaison between County Office and the general public by answering detailed inquiries either orally or in writing on a variety of organizational activities; creates and composes legal documents, letters, reports, memos, agenda items, graphs, charts, presentations, and e-mails; independently answers correspondence not needing review by administrators; interprets and explains policies consistent with accepted interpretation; processes subpoenas and public records act requests; recommends policy and procedure revisions as they relate to internal support and clerical activities; may perform confidential employee/employer relations assignments; records minutes, prepares agendas and maintains permanent and confidential records of meetings.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience which demonstrates the ability to perform the duties as described; increasingly responsible administrative and legal office management experience, preferably in a public agency; coursework in legal assisting or paralegal desirable.

Knowledge of:

Standard secretarial procedures and legal office management techniques; correct English grammar, punctuation, spelling, and proofreading; business formats; technical legal terms and processing legal forms; procedures for filing and serving legal documents; record keeping and filing systems; general finance and accounting principles; applicable sections of California Education Code, California Government Code, Brown Act and Robert's Rules of Order, and other related laws; levels of government and legal system; standard office equipment and software applications; legal research methods using Westlaw and LexisNexis; principles of Internet research; employee/employer relations and negotiations; effective telephone techniques.

Skill and Ability to:

Communicate effectively, both verbally and in writing, with diverse groups including top level administrators, officials, and Board members; prepare concise and accurate written communications; prepare legal documents and complete work assignments; set up and maintain database files; utilize time management techniques to organize and prioritize work; exercise analytical and independent judgment; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to County Office operations; accurately record/transcribe meeting minutes; learn County Office organization and key contact personnel; identify and research sources of data in the community to obtain information; maintain confidentiality; maintain cooperative working relationships.

Approved by Personnel Commission 11/14/06

Former title Executive Assistant