

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Executive Assistant/Paralegal	FLSA:	Non-exempt, confidential
Department/Site:	Superintendent's Office	Salary Grade:	31
Reports to/Evaluated by:	General Counsel and Legislative Analyst/Government Relations	Salary Schedule:	Classified Non-Operations

SUMMARY

Under general direction of General Counsel and Legislative Analyst/Government Relations, performs highly skilled, complex, responsible, and confidential paralegal duties; assist in drafting, reviewing, and processing of contracts, court and administrative hearing documents, and other documents; coordinates and performs a variety of technical, paraprofessional, and highly complex administrative support duties for a senior level administrator coordinates and assists in meetings and training and work flow and support activities for the office and often involving multiple organization units.

DISTINGUISHING CAREER FEATURES

The Executive Assistant/Paralegal is part of a multi-level career path encompassing paralegal, and administrative and secretarial support. The Executive Assistant/Paralegal is the senior position in the career path for secretarial and administrative support. Advancement to Executive Assistant/Paralegal requires at least three years as Administrative Secretary Sr. (or equivalent); satisfaction of the requirements under Business and Professions Code section 6450 for performance of paralegal duties in California, which includes a paralegal certificate or equivalence; and a demonstrated ability to coordinate and perform difficult and confidential administrative support to business, legal, and education matters, and coordinate projects and work flow involving other organization units. Advancement also requires compliance with the qualifications of the position and assignment to the General Counsel, an Associate Superintendent or higher, or the equivalent function in scope of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In coordination with and under the supervision of the General Counsel, perform highly skilled, complex, responsible, and confidential paralegal duties; perform day-to-day paralegal support for the General Counsel and other attorneys as assigned; work collaboratively with the General Counsel to ensure and maintain effective and efficient office operations; and assist the General Counsel with implementing organizational goals.
- Perform work requiring attention to detail, accuracy, and verification of data and information.
- Under supervision of the General Counsel or other assigning attorneys, conduct legal research and preliminary analyses on various topics as assigned.
- Assist the General Counsel and other assigning attorneys to prepare, review, assemble, and organize exhibits and other documents for administrative and court proceedings, and file pleadings and other papers with court and administrative agencies.
- Assist the General Counsel and other assigning attorneys to prepare responses and review, assemble, and organize documents in response to public records requests, subpoenas, discovery requests, court orders, or other legal requirements.
- Assist the General Counsel and other assigning attorneys to provide required notices related to

conflict-of-interest filings; collect and maintain Form 700 and other forms related to conflict of interest.

- Assist the General Counsel and other assigning attorneys to prepare, post, assemble, and organize documents and other items for meetings, hearings, and training.
- Assist the General Counsel and other assigning attorneys to prepare witnesses for depositions, or court or administrative proceedings or hearings.
- Assist the General Counsel or other assigning attorneys to prepare required notices, agendas, and other required documents for public meetings and hearings; post and/or file notices and other required documents related to public meetings and hearings; attend and assist during public meetings and hearings upon request of the General Counsel or other assigning attorneys.
- Assist the General Counsel and other assigning attorneys to review, prepare, and update board policies, administrative regulations, and standard operating procedures.
- Assist the General Counsel and other assigning attorneys to prepare bid documents, contracts, and other related documents; conduct research related to legal status and license of contractors and vendors; review and process contracts.
- Assist the General Counsel and other assigning attorneys to prepare workshop and training materials, including, but not limited to, PowerPoint presentations; coordinate training and workshops, and attend as requested by assigning attorney.
- Assist the General Counsel to manage, maintain, and oversee records and storage of records and emails related to legal services.
- Comply with legal requirements governing attorney-client communications; and maintain confidentiality of all communications and information received from clients in the course of providing legal services.
- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.
- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate, or routing calls to administrators.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and district. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and school calendars and cycles. Establishes and works within timelines for projects, activities, and required submissions.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.
- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes proceedings, as required. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Prepares board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and sets up internal routines for monitoring performance.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May make hotel, conference, and travel reservations as directed.
- Prepares agreements and contracts for services used by and/or provided by the division. Processes contract documents for approval and distributes executed contracts. Monitors agreements and contracts for services.
- Performs special projects as assigned. Conducts research of libraries, business transactions, official

proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.

- Receives, handles, and stores confidential, private, and sensitive information pertaining to the District and its employees and students.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities. Processes requisitions, claims, and requests for budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares requisitions and claims for reimbursement.
- May attend Board and other meetings requiring recording of proceedings and/or recollections. May attend departmental meetings as a representative of the administrator.
- Trains, assigns, prioritizes and reviews work of other staff.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Abilities:

Requires knowledge of:

- Civil litigation and discovery; administrative and legal office procedures, standards, and practices;
- Legal requirements governing attorney-client communications, attorney work products, confidentiality of communications and information received from client, and legal requirements and duties applicable to legal professionals;
- Legal research assets (e.g., statutes, regulations, policies, practice guides, Lexus/Nexus) and techniques;
- Principles, concepts, and methods of legal research and analysis;
- Record-keeping systems; methods of collecting and organizing records and information; confidential document control and security measures related to operations within a legal services environment;
- Terminology, practices, and procedures of a legal office;
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional areas;
- Office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing;
- Policies and procedures associated with education processes such as curriculum development, credentials, academic outcomes, and business;
- Personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, online research services, and data entry onto custom databases;
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- Sufficient math skills to perform financial and statistical record keeping, including limited bookkeeping;
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence; and
- Sufficient human relations skill to work productively and cooperatively with diverse teams, including skill at facilitating group problem-solving processes, exercise patience and professionalism when dealing with internal and external persons, and convey technical concepts.

Abilities: Requires the ability to follow oral and written instructions effectively; maintain confidentiality of sensitive and privileged information; perform highly-skilled, responsible paralegal and administrative assistant duties; research, analyze, and evaluate statutes and regulations accurately and explain and apply

legal rules, policies, and procedures; interpret, apply, and explain rules, regulations, policies and procedures; work independently with general direction; maintain records and files; compile and verify data and prepare reports; organize and prioritize numerous tasks simultaneously and complete them under time constraints; communicate effectively both orally and in writing. Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve a senior administrator of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff, customers, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, use a pointing device, and keyboard at an advanced rate (60 w.p.m.) on a sustained basis.

Working Conditions: Work is performed indoors where minimal safety considerations exist. Drive a vehicle to conduct work using own transportation. Regular interruptions. Regular interactions and communications with staff, parents, and members of the public.

Education and Experience: The position typically requires knowledge equivalent to that of an Associates Degree; supplemented by four (4) years progressively responsible secretarial experience, including three (3) years in the equivalent capacity to an administrative secretary supporting curriculum or business services. Additional secretarial experience may substitute for some higher education. Paralegal experience in transactional legal services preferred. Knowledge and experience with litigation preferred. Minimum of one year paralegal experience preferred.

Licenses and Certificates:

- Satisfaction of requirements under Business and Professions Code section 6450 for performance of paralegal duties in California, which includes a paralegal certificate or equivalence.
- Requires a valid driver's license.

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