

Job Summary:

The job of Administrative Legal Assistant is done for the purpose/s of providing responsible administrative, secretarial and paralegal work for the county superintendent and the business division; to research, prepare, draft, process and monitor a variety of legal documents and processes; to disseminate information to Tulare County Office of Education (TCOE) and district staff, the county board, the general public and governmental agencies; to provide notary services for the office; to insure legal compliance with state and federal laws and regulations; and to meet the operational needs of the Tulare County Office of Education.

Essential Functions:

- ▶ Coordinates travel, meeting and conference arrangements for the purpose of assisting the county superintendent of schools, Business Services, Information Systems, and Maintenance and Operations staff.
- ▶ Follows changes in legal statutes, especially in the Education, Government and Election Codes for the purpose of making corresponding changes in documents, board policies and procedures.
- ▶ Maintains guidelines, instructions, and time tables of governing board elections and appointments for the purpose of informing and ensuring that school districts meet legal compliance and required deadlines.
- ▶ Maintains historical records of all county school district governing board members, school district legal boundaries, and school district elections for the purpose of providing information as requested by the general public and school districts in Tulare County or other governmental agencies.
- ▶ Maintains records for the business department for the purpose of compliance with state and federal regulations.
- ▶ Maintains/monitors a monthly schedule for tracking regularly recurring reports, reviews, letters, state forms, meetings and activities for the purpose of ensuring that appropriate items are placed on the county board agenda and meeting deadlines.
- ▶ Maintains/updates county board and county superintendent policies and administrative regulations for the purpose of legal compliance.
- ▶ Notarizes documents for the purpose of conducting TCOE business.
- ▶ Operates a variety of office machines for the purpose of completing assigned work.
- ▶ Performs other duties as assigned for the purpose of conducting TCOE business.
- ▶ Prepares legal notices for publication regarding trustee elections and appointments to fill vacancies, bids for construction work and public hearings for the purpose of legal compliance.
- ▶ Prepares/composes correspondence, publications, required reports, Internet and e-rate contracts, and other documents regarding elections, budgets, audits, and other recurring events for the purpose of disseminating information to TCOE staff, Tulare County school districts, the general public and government agencies.
- ▶ Processes mail, monthly absence reports, purchase orders and requests for warrants, agenda items for the county board, county board resolutions, and paperwork for construction projects for the purpose of disseminating information to TCOE staff, the county board, the Tulare County school district, the general public and governmental agencies.
- ▶ Provides administrative, secretarial and paralegal support to the county superintendent and directors of External and Internal Business Services, Information Systems, and Maintenance and Operations for the purpose of assisting these managers with TCOE operations.
- ▶ Provides assistance as needed to other departments and the county superintendent for the purpose of meeting the operational needs of TCOE.
- ▶ Researches/prepares/processes legal statutes, historical documents including letters, public notices, resolutions, and agendas for TCOE staff for the purpose of providing information and meeting statutory requirements.
- ▶ Responds to inquiries from the public, school districts, TCOE staff, and other agencies for the purpose of answering questions and meeting the needs of the requestor.
- ▶ Takes/transcribes dictation for the purpose of maintaining accurate records and factual information.
- ▶ Prepares budget data for the county superintendent for the purpose of negotiations with bargaining units.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - type at a net speed of 60 wpm from clear copy;
 - use a computer to prepare complex documents and spreadsheets;
 - perform difficult and responsible secretarial, administrative and paralegal work with skill and accuracy;
 - compose and prepare correspondence, legal forms, reports and memoranda without supervision or direction.
- ▶ **Knowledge of:**
 - pertinent federal, state and local laws, codes and regulations;
 - legal terminology, forms and documents used in legal support work;
 - legal procedures and practices involved in composing, processing and filing documents with governmental agencies; modern office procedures, methods, and equipment;
 - principles and procedures for data collection;
 - English word usage, spelling, grammar, syntax and punctuation;
 - Office of Education policies and procedures.
- ▶ **Ability to:**
 - understand the organization and operation of the county office as necessary to assume assigned responsibilities;
 - transcribe (either by machine transcription, shorthand, computer, or by composing a letter from draft form);
 - communicate effectively, orally, and in writing;
 - maintain complete records and files, and compile accurate reports;
 - maintain cooperative relationships with staff and others encountered in the course of work;
 - use a computer to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other basic word processing and spreadsheet applications;
 - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
 - perform routine repetitive tasks to completion;
 - assist other employees to meet deadlines.

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ At least six (6) years of increasingly responsible administrative secretarial experience preferably with some paralegal activities.

Education/Training Required:

- ▶ Targeted job-related education that meets organization's prerequisite requirements.
- ▶ Equivalent to the completion of 14-16 years of education; AA degree preferred.
- ▶ Paralegal training is desired.
- ▶ Completion of business and computer course work.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- ▶ Typing certificate verifying net 60 wpm from clear copy.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Possess a Notary Public Commission certification, or have the ability to obtain one.
- ▶ Department of Justice and FBI Fingerprint Clearance.

Other Requirements:

- ▶ Travel, locally, as needed.
- ▶ Work overtime with additional compensation.
- ▶ Attend in-service trainings, meetings, classes and conferences.

FLSA Status: Non Exempt

October 2005

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.