

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CONFIDENTIAL POSITION

JCN: 301
RANGE: 145
NON-EXEMPT

LEGAL SECRETARY

BASIC FUNCTION:

Under the direction of the General Counsel, perform highly-skilled, complex, responsible, and confidential administrative assistant duties; assist in maintaining, monitoring, and processing of departments fiscal matters and client billings; maintain inventory of fixed assets and order office equipment and supplies as necessary; maintain positive contact with County Superintendent departments, auxiliary organizations, County Board, school districts, and other clients (collectively referred to as clients); plan, coordinate and organize department activities and coordinate flow of communications; and observe and maintain confidentiality of client matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assemble, organize, and prepare exhibits and other documents for administrative and court hearings; file pleadings and other papers with court and administrative agencies in coordination with and under the supervision of assigning attorney.
- Assist attorneys in coordinating public meetings and hearings; prepare and post of required notices, agendas, and minutes; attend public meetings and hearings, when requested; assist during public meetings or hearings, when requested; and maintain records relating to public meetings and hearings.
- Assist attorneys with managing and oversight of department records and electronic storage of records and emails, and coordinate with General Counsel for destruction thereof; assist in the coordination, operation, and updating of the department's electronic document management system.
- Assist attorneys/paralegal with providing required notices and collect Form 700 and other forms relating to conflict of interest.
- Assist attorneys/paralegal with providing required notices and coordinate trustee elections with school districts, community college districts, and County Board.
- Assist attorneys/paralegal with reviewing and processing contracts for County Superintendent and school districts.
- Assist General Counsel with managing and maintenance of records prepared or received by department.
- Assist with department needs for technology, equipment, furniture, and supplies; coordinate purchasing, repair, and maintenance of assets; order office supplies and equipment as needed by department as approved by General Counsel.
- Assist General Counsel with monitoring, developing, and maintaining department budgets and related reports as assigned; prepare and process purchase orders, invoices, and requisitions; receive and process payments of department invoices with the approval of General Counsel; generate and transmit to school district clients billing invoices for legal services and monitor receipt of payment thereof.
- Assist with review, assembly, and organization of documents in preparation of responses to subpoenas, discovery, and public records requests.
- 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.
- Coordinate, set up, and breakdown for meetings, workshops, and other events and activities as assigned.

- Coordinate travel arrangements for legal staff and make reservations as assigned; complete and process related reimbursement and other forms.
- Maintain and process contracts with school district clients for legal services, client billing systems, and attorney time records; maintain and process contracts for County Superintendent, County Board, and auxiliary organization.
- Maintain and utilize calendar and deadline reminder system; make and/or confirm appointments; coordinate, schedule, and plan meetings, training, and workshops as requested.
- Maintain professionalism in the performance of responsibilities, including but not limited to, ensuring accuracy of information given and received; answering phones and responding to clients and the public in timely, courteous, and professional manner; projecting a positive and helpful image to clients and the public.
- Perform highly-skilled, complex, and confidential administrative duties; perform day-to-day administrative support for attorneys/paralegal; coordinate and organize department activities; coordinate flow of communications; work collaboratively with department staff to ensure and maintain effective and efficient office operations; and assist General Counsel to implement department goals.
- Perform typing, photocopying, and other duties as assigned.
- Perform work requiring attention to detail, accuracy, and verification of data and information.
- Prepare, as assigned by, and under the direction of, an attorney, contract documents using existing templates, correspondence, memoranda, lists, charts, summaries of documents, and other documents.
- Prepare workshop and training materials including, but not limited to, PowerPoint presentations, in coordination with assigning attorney.
- Read, sort, and date incoming mail; ensure outgoing mail is delivered in a timely manner; and when necessary, route mail to delivery service and follow-up on timely delivery.
- Receive visitors and provide information or direct to appropriate personnel; answer and direct incoming phone calls and emails; record accurate and confidential messages; provide technical information and assistance related to County Superintendent and department operations.
- Support the delivery of quality service, departmental goals, and optimum work production.
- Support and encourage the delivery of quality services and optimum work production; assist other County Superintendent or department staff in times of staff shortage or absence, special requests, or increase in workload.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills, including but not limited to, tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to, a computer and assigned software applications.
- Work collaboratively with attorneys and internal and external personnel to ensure the effective and efficient operation of the assigned program.

OTHER DUTIES:

- Ability to work a flexible schedule; attend evening meetings and other events as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business letter and report writing techniques.
- Civil litigation and discovery; administrative procedures legal office procedures, standards, and practices.
- Legal requirements governing attorney-client communications, attorney work products, confidentiality of communications and information received from clients, and legal requirements and duties applicable to legal professionals.
- Operation of a variety of office equipment, a computer and assigned software applications, including but not limited to, Word, Excel, PowerPoint, Time Slips and Worldox, an information management system.
- Policies and objectives of assigned programs and activities.
- Professional telephone and email techniques and etiquette.
- 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.
- Standard legal office practices, procedures, and equipment.
- Terminology, practices, and procedures of a legal office.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and County Superintendent and County Board operations, policies, and objectives as related to assigned activities and/or instructional area.

ABILITY TO:

- Acquire new knowledge, skills, and abilities.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Learn organization, operations, policies, and objectives of County Superintendent, County Board, school district clients, and affiliated organizations to which the department provides legal services.
- Maintain confidentiality of information and communications.
- Maintain records and files; compile and verify data and prepare reports.
- Meet schedules and timelines.
- Organize and prioritize numerous tasks and complete them under time restraints; complete work with many interruptions; meet schedules and timeline.
- Perform highly-skilled, responsible secretarial and administrative assistant duties.
- Plan, coordinate and organize office activities and work; assure efficient and timely completion of office projects and activities.
- Proofread material for grammatical, typographical, and/or spelling errors.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work using own transportation.
- Maintain consistent, reasonably regular, punctual attendance consistent with County Superintendent policies, regulations, and procedures.
- Perform tasks with attention to details and accuracy; verify accuracy of data and other information in work product.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with general direction from attorneys/paralegal.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED), or State High School Proficiency Certificate.
- Associate's Degree and/or legal secretary training is preferred.

EXPERIENCE:

- Four years of increasingly responsible secretarial experience.
- Prior legal secretarial experience preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials, including but not limited to, fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office computer and other equipment.
- Sitting, standing, and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVAL:

Effective: June 26, 2007
Revised: June 25, 2013
Revised: November 1, 2013
Revised: September 11, 2015
Revised: October 1, 2017