

Sacramento County Office of Education Job Description

Classification Title: Legal Executive Assistant (Confidential)

DEFINITION

Under general direction, provides high-level legal administrative support for the Sacramento County Office of Education (SCOE) 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 and Legal 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

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

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 legal research platform, resources, and law library materials to conduct paralegal research at the local, state, and federal levels; interprets and explains policies consistent and in accordance with the law; verifies research results are standard, consistent, and valid; assists staff SCOE-wide in locating or identifying legal references; may present findings and reports to staff or other groups as necessary; maintains records and calendar for county charter school petitions, appeals, and oversight.

Support to General Counsel and Staff

Manages office operations and addresses routine requests and matters; follows established rules and procedures in responding to requests and redirecting items to other staff members; organizes and maintains office record keeping system including legal opinion files, litigation files, subject files, and legal publications; screens calls and visitors; serves as backup for other positions in the department; maintains follow-up/reminder systems to ensure timely completion of projects; may train, supervise, and assign work to professional, technical, or clerical staff; tracks hours and continuing education credits for staff to meet requirements for California State Bar Association; tracks and manages case dockets and calendars for General Counsel and other staff via various court electronic platforms; schedules related appointments; coordinates calendaring of activities involving numerous departments; makes arrangements for conferences, workshops, and in-services; maintains department budgets including compiling necessary data for projects, monitoring expenditures and income, recommending and instituting budget revisions when necessary; schedules and coordinates travel and conference arrangements; completes purchase requisitions; processes accounts payable.

Communication and Legal Document Preparation

Acts as liaison between SCOE and various government agencies, courts, school districts and sites, external legal professionals, and the general public by answering detailed inquiries orally or in written form; creates and composes legal documents, letters, reports, memos, agenda items, graphs, charts, presentations, and written communications utilizing proper legal formats; coordinates service of legal documents on opposing parties; files pleadings and other legal documents with local and state courts in accordance with appropriate court rules; maintains confidentiality of all legal communications, information,

and documents; processes and responds to subpoenas and public records act requests; reviews responses compiled by support staff; recommends procedural revisions related 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; edits documents ensuring consistency and compliance with accessibility and formatting standards.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience which demonstrates the ability to perform the duties as described; typical qualifying background might include completion of education and specialized training requirements as a paralegal; increasingly responsible administrative and legal office management experience required; professional experience in a public agency legal setting desirable.

Knowledge of

Standard clerical procedures and legal office management techniques; principles and processes of confidentiality relating to legal communications and documents; correct English grammar, punctuation, spelling, and proofreading; standard office documents and reports formats; technical legal terms and proper legal form and document preparation; procedures for filing and serving legal documents; record-keeping and filing systems; general budgeting and accounting principles; the legislative cycle, applicable sections of California Education Code, California Government Code, Brown Act, Robert's Rules of Order, and other related laws; state and federal government and court systems; standard office equipment and software applications, including videoconferencing platforms; legal research methods using online legal research platforms; principles of employee/employer relations and negotiations; effective customer service techniques.

Skill and Ability to

Communicate effectively in both oral and written form with individuals from diverse backgrounds including SCOE administrators and Board members; prepare concise and accurate written communications; prepare legal forms and documents and utilize proper legal citation formats; maintain database files; utilize time management techniques to organize and prioritize work; exercise analytical and independent judgment; coordinate a variety of projects simultaneously in a fast-paced setting; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to SCOE operations; accurately record and transcribe meeting minutes; accurately prepare board agenda items; identify and research sources of data in the community to obtain information; maintain confidentiality; establish and maintain cooperative working relationships with staff, organizational members, and other individuals.

Approved by Personnel Commission 3/12/24
Approved by Personnel Commission 11/14/06
Former title Executive Assistant