

Sacramento County Office of Education Job Description

Classification Title: Legal Assistant (Confidential)

Definition

Under general direction, performs a variety of administrative support duties and responsibilities for the Sacramento County Office of Education (SCOE) Legal team; performs other related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

None

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Processes subpoenas, Public Records Act, student record requests, and other document requests; coordinates diligent agency-wide searches for responsive documents as appropriate and compiles legally compliant responses with appropriate redactions or other compliance measures; provides administrative support by assisting with duties of a complex and confidential nature related to SCOE and Board legal activities; assists in preparing Board and Policy Committee agenda items, minutes, and other communications, including communications with other legal offices and court staff; assists in monitoring, screening, routing, and tracking contracts submitted for legal review; conducts initial contract review for completeness and accuracy; completes purchase requisitions and expenditure contracts; prepares necessary documents to order equipment and supplies; processes invoices and tracks expenses related to contracts and budgets; coordinates and updates legal office calendars; coordinates calendaring of activities involving numerous departments; makes arrangements for conferences, workshops, and in-services, including preparing expense and mileage reimbursement claims; receives complaints and other communications from the public and responds appropriately; assists in ensuring receipt, organization, and distribution of required documentation for the review of appeals for expulsion, inter-district transfers, and charters; assists in preparing and filing pleadings and other legal documents with local and state courts; maintains confidentiality of documents received, prepared, and processed; receives and screens legal documents for required actions and referrals; assists in tracking legislation, policy, regulatory, and other legal updates and communicating relevant information with appropriate Cabinet members and staff; edits documents in compliance with accessibility and formatting standards; performs related duties and responsibilities as assigned.

Minimum Qualifications

Education, Training, and Experience

Any combination of training and/or experience which demonstrates the ability to perform the duties as described; successful administrative and office experience required; professional experience in an educational, public agency, or legal environment desired.

Knowledge of

Standard clerical procedures; standard software applications including videoconferencing platforms; professional writing; correct English grammar, punctuation, spelling, and proofreading; principles and processes of confidentiality relating to legal communications and documents;; applicable Federal, State, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA); governmental accounting and budgeting principles; standard recordkeeping and filing systems; state and federal government and court systems; basic digital accessibility standards; operational functions, organizational structure, and administrative procedures of public entities and educational agencies; effective customer service techniques.

Skill and Ability to

Communicate effectively both in oral and written form with individuals from diverse backgrounds including SCOE administrators and Board members; communicate effectively in both technical and nontechnical terms; read, interpret, and apply technical manuals and related documents; learn proper legal form and document preparation; maintain confidentiality in the handling of sensitive, privileged, and confidential information; utilize time management techniques to organize and prioritize work; expand professional development and knowledge; coordinate a variety of projects simultaneously in a fast-paced setting; prioritize requests, organize, schedule, and coordinate a variety of activities and projects; learn new software and adapt to changes in technology; utilize legal research methods using online legal research platforms and other resources after receiving training; maintain a high level of attention to detail; work independently with minimal direction; exercise a high degree of judgment and utilize various strategies.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission 3/12/24