

## LEGAL SUPPORT SPECIALIST

### **JOB SUMMARY**

Under the direction of assigned Administrator, the Legal Support Specialist receives, records, processes and responds to requests for information including public records requests in compliance with applicable laws and District policies; conducts legal research and provides analysis to District leadership. The Legal Support Specialist also assists the Administrator of a department in carrying out his or her functional responsibilities and relieves him or her of administrative detail.

### **REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

The position may perform any combination of the following:

- Provides expedient, efficient, and concise response to requests for information orally or in writing.
- Reviews documents proposed to be produced in response to Public Records Act requests and redacts confidential information to ensure compliance with District policies and applicable laws including, the California Government Code, Family Educational Rights and Privacy Act, and Health Insurance Portability and Accountability Act and to protect student, parent and district employees' rights to confidentiality.
- Coordinates the collection of documents with district departments and redacts confidential information.
- Ensures the timely posting of released documents to the requestor and appropriate parties.
- Researches, interprets, and explains legal requirements, makes recommendations, and suggests problem-solving strategies to district administration on complex matters.
- Analyzes complex legal resources to make recommendations to district administrators.
- Performs legal administrative functions, including providing legal resources and research support to district to ensure compliance with public records act requests, personnel issues, other assigned responsibilities, and generally coordinating legal services.
- Plans, coordinates, and organizes activities in collaboration with district subject matter experts and administrators for the preparation and adoption of policies and administrative regulations to ensure compliance with state and federal laws and regulations.
- Researches, investigates, and develops cases, in a variety of areas including employee disciplines, grievances, PERB Complaints, Title IX Complaints, Uniform Complaints and other litigation matters; interviews witnesses and assists with hearings.
- Assists the assigned administrator in carrying out his or her functional responsibilities.
- Relieves the administrator of routine administrative detail.
- Communicates information and instructions on behalf of the administrator.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications under the direction of Supervisor.
- Coordinates activities such as events, meetings, and schedules.
- Takes meeting minutes and prepares agendas.

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- Other related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

- Pertinent laws, codes, policies, and/or regulations including the California Education Code, California Public Records Act, Public Employees Relations Act, Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act and the Individuals with Disabilities Education Act.
- Legal concepts, terminology and principles.
- Legal research sources and methods.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- District policies and regulations related to assigned program activities.
- Interpersonal skills using professionalism, tact, patience and courtesy.
- Proper methods of document storage and retrieval systems.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, calendars, and statistical databases.

**ABILITY TO:**

- Maintain confidentiality of sensitive and privileged information.
- Gather and interpret data.
- Read and comprehend complex legal and procedural text.
- Provide a high level of attention to detail.
- Exercise professional judgment in the release of information and materials as directed by supervisor.
- Establish and maintain cooperative and effective working relationships.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prioritize and schedule work on several projects simultaneously, re-prioritizing to meet deadlines.
- Meet schedules and timelines.
- Learn, apply and explain policies, procedures, rules and regulations.
- Learn department and program objectives and goals.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Coordinate and schedule activities, meetings, and events.
- Operate a computer and assigned office equipment.

**EDUCATION AND EXPERIENCE**

Any combination of training, experience, and/or education equivalent to three years of recent legal secretarial or paralegal experience. Completed coursework in paralegal studies and/or certificate from an accredited paralegal program is highly desirable. Experience with a school district, county office, other governmental agency, or law firm is preferred.

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**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for a variety of complex and significant aspects of public records request management, legal research and analysis, and administrative support. This position provides administrative support similar to that of an Executive Assistant and both classifications support the production of records in response to public records requests. This position differs from an Executive Assistant in that it conducts legal research and analysis, applies applicable laws related to the redaction and production of documents, and assists with complaints, grievances, and other legal matters.

**REQUIRED TESTING**

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

**CERTIFICATES**

None

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

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**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None