

JOB DESCRIPTION

Title:	Administrative Assistant - Legal Services & Manager of Board of Education Operations	Reports To:	General Counsel
Department:	Legal Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> CSEA 860 <input type="checkbox"/> Psychologist/Behavioral Specialist <input type="checkbox"/> AEA		

GENERAL SUMMARY OF DUTIES:

Under the general direction of the General Counsel, performs a variety of complex, specialized duties requiring excellent communication skills; prepares and maintains agenda materials for the Board of Education; takes and transcribes minutes for all special and regular meetings of the Board of Education; has access to information relating to confidential employer-employee relations; and manages all operations for meetings of the Board of Education.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Perform a variety of complex, specialized legal office administrative duties requiring excellent communication and organizational skills such as establishing and maintaining comprehensive legal files and transaction records. *E*
- Maintain, prepare and post agendas for the Board of Education. *E*

**E – Essential Function*

Administrative Assistant –Legal Services & Board Operations

- Attend special, regular and sub-committee meetings of the Board of Education during evening hours to take and transcribe minutes. *E*
- Organize, schedule and staff agenda building meetings with the Superintendent, Cabinet and representative Board of Education members. *E*
- Serve as primary staff liaison with Novus, the electronic on-line agenda program. *E*
- Assist the General Counsel by researching, compiling and preparing background materials and information for Board, Cabinet and Staff meetings. *E*
- Provide for accurate and timely entry of a variety of data into various computer software programs. *E*
- Support collective bargaining negotiations, including the coordination of confidential reports and notes used in negotiations and related labor matters. *E*
- Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports and other documents; duplicate a variety of materials. *E*
- Receive, open and distribute mail. *E*
- Utilize specialized knowledge and independent judgment involving frequent and responsible public contact. *E*
- Receive and screen phone calls and visitors; schedule appointments and provide information as requested and direct inquiries and visitors to the proper person or office; make phone calls to request or provide information as directed. *E*
- Provide technical information concerning policies and procedures; interpret program policies, rules and procedures to assist staff at school sites and the public. *E*
- Assist in processing all applications for exemption to District's parcel taxes. *E*
- Assist in coordination of submission of loss and accident claims with third party insurance administrator. *E*
- Create departmental purchase orders and authorize payment in accordance with departmental procedures. *E*
- Prepare estimates of income, expenditure, and other financial reports. *E*
- Monitor legal and Board of Education budget revisions and transfers; inform General Counsel of discrepancies; conduct budget management analysis for Legal services. *E*
- Prepare various analytical, advanced technical and highly complex reports and documents. *E*
- Coordinate the Department budget control function with the Accounting Department as directed. *E*
- Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various other office equipment. *E*
- Provide administrative support to Superintendent and Assistant Superintendent of Educational Services when necessary. *E*
- Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Bachelor's Degree or any combination of education, training and/or experience equivalent to eight years of relevant experience required.

KNOWLEDGE AND SKILLS:

- Ability to plan, organize and prioritize work to meet schedules and time lines.

**E – Essential Function*

Administrative Assistant –Legal Services & Board Operations

- Strong oral and written communication skills including ability to communicate with tact, patience and courtesy.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to understand and follow oral and written directions and work independently with little direction.
- Proficient with Microsoft PowerPoint, Excel, Word and Outlook.
- Knowledge of complex, specialized legal and business filing systems.
- Strong writing and editing skills using correct English, grammar, spelling, and punctuation with attention to detail.
- Ability to work cooperatively with others
- Ability to multi-task to complete work accurately and as directed with many interruptions
- Ability to work evenings to assist with note-taking for Board of Education meetings and to assist with time sensitive tasks which may extend beyond the 8 hour work day.

DESIRED QUALIFICATIONS:

Previous experience as an administrative assistant in a school district, business or legal office preferred.

SUPERVISES:

Assigned staff.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	1	Lift/carry 0-10 lbs	2
Twist	1	Lift/carry 11-25 lbs	2
Squat	1	Lift/carry 26-40 lbs	1
Kneel	1	Lift/carry 41-100 lbs	1
Climb	1	Stand	2
Reach above shoulder	1	Walk	2
Grip/Grasp	2	Sit	3
Extend/Flex Neck	1	Drive	2
Use Right Hand	3	Perform Repetitive Hand Motions	4
Use Left Hand	3	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

**E – Essential Function*

Administrative Assistant –Legal Services & Board Operations