

Executive Assistant, General Counsel's Office
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the supervision of the General Counsel and provides a broad range of routine paraprofessional, technical, and administrative support services to the General Counsel's Office. Prepares various routine and specialized administrative documents and correspondence. Performs paralegal work of standard professional difficulty, and assists in routine aspects of potential litigation, legal and/or factual research and analysis, and drafting of documentation.

Examples of Duties

1. Reports to and is directly responsible for legal secretarial and administrative support services for the General Counsel.
2. Prepares a wide variety of documents under supervision; operates personal computer to compose, edit, revise, tabulate, and print letters and legal documents.
3. Establishes and maintains a file tracking system, databases, records, and/or other documents.
4. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may use other department-specific equipment. May plan, direct, and review the work of student employees.
5. Assists directly in a wide-range of administrative and operational functions.
6. Takes dictation and/or transcribes tape recordings; processes a variety of correspondence, memoranda, reports and documents using prior documents for format; utilizes standard word processing, spreadsheet and database applications; prepares agendas and may attend and take minutes of meetings, advisory, and administrative groups.

Example of Duties (continued)

7. Maintains hard copies and web site postings of Board Policies and Administrative Procedures.
8. Calendars and monitors time-sensitive deadlines for claims, litigation, and other legal proceedings.
9. As specifically directed by the General Counsel, conveys routine information to management regarding legal matters.
10. Researches and analyzes federal, state, and local statutes, ordinances, court decisions, legal documents, and articles for use in preparing legal documents, opinions, contracts, ordinances, and resolutions under the direct supervision of the General Counsel.
11. Compiles, reviews, and organizes evidence and other information for administrative agencies such as the State Chancellor, Office of Civil Rights, the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, as appropriate.
12. Performs all investigation, organization, research, and background work needed for grievances, claims, and lawsuits from inception through discovery and trial.
13. May interview employees, students, witnesses or the persons in a fact-finding process.
14. Provides support in litigation such as document production and serves as liaison to outside attorneys.
15. Provides support in responding to Public Records Act requests.
16. Assists General Counsel in directing and reviewing the work of student aides and student interns.
17. Corresponds with insurance company on legal matters.
18. Maintains confidential files; contacts college administrators, members of the Board of Trustees, public agencies, and members of the public to obtain or transmit information for the General Counsel.
19. Perform other duties as assigned. Provides liaison with Office of Human Resources and administrative agencies in the resolution of day-to-day issues as appropriate.

20. Serves as liaison between the General Counsel, Chancellor, management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring callers to appropriate persons.
21. Performs research and other work related to a variety of employee-employer relation matters, negotiations, and collective bargaining agreements.
22. Conducts legal and factual research and data analysis as directed; compiles data from sources such as electronic and hard copy digests, practice manuals, and/or published laws and regulations.
23. Prepares, proofreads, and reviews materials such as legal documents, contracts, amendments, and resolutions to ensure accuracy of duties, clarity of working and language, conformance to standard legal style, consistency between clauses and/or provisions, verification of accuracy and pertinence of citations and code references through use of computer research, and other legal references; verifies completeness of appropriate supporting documentation; notes necessary changes, additions, deletions, and corrections for review and approval by the General Counsel.
24. Performs other duties as assigned.

Minimum Qualifications

- Certificate of Completion from a paralegal program approved by the American Bar Association and two years of secretarial and/or technical support experience including training as a legal secretary, paralegal or other legal paraprofessional; or any equivalent combination of training and experience that provides knowledge and skills listed below.
- Demonstrated proficiency in business English usage, spelling, grammar and punctuation, basic arithmetic, filing and record-keeping procedures and telephone techniques.
- Demonstrated proficiency in taking dictation.
- Ability to operate a keyboard at a corrected speed of 60 words per minute. Skills assessment test will be required.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Online legal research tools (e.g., Westlaw, Lexis-Nexis, etc.)
- And demonstrated proficiency in using mainframe information systems (such as human resources, and budget and finance systems).
- Legal terminology, phraseology, principles, procedures and forms as related to administrative assistant work performed.
- And understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Ability to:

- Research and analyze data and information and develop, evaluate and present alternative recommendations.
- Communicate effectively both orally and in writing.
- Operate a personal computer and peripheral equipment (MS Word, MS Excel, MS PowerPoint, MS Outlook, websites, Internet browser, and E-mail), using modern software, including word processing, spreadsheet, database management and data input; prepare letters, reports, charts and graphs from statistical information, and perform filing systems management, etc.
- Shift priorities, superior organizational skills. Must be able to meet deadlines and work under pressure.
- Perform and complete difficult and responsible administrative support work with speed and accuracy; work cooperatively with others and meet the

public with courtesy and tact; and work effectively and maintain the work flow while experiencing frequent interruptions.

- Establish and maintain cooperative relationships with those contacted during the course of work.
- Maintain confidentiality of privileged information obtained in the course of work, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.

Working Conditions

Environment: Office

Working Conditions (continued)

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
 Occasional—25-50 percent = 2

Often—51-75 percent = 3
 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a confidential employee position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)