PERALTA COMMUNITY COLLEGE DISTRICT - January 9, 2008

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

EXECUTIVE ASSISTANT/LEGAL
(Confidential Salary Range 31)
Job Code: 942

CLASS PURPOSE
Under the supervision of the General Counsel, 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 ESSENTIAL DUTIES:
Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Reports to and is directly responsible for legal secretarial and administrative support services for the General Counsel.
- Prepares a wide variety of documents under supervision; operates personal computer to compose, edit, revise, tabulate, and print letters and legal documents.
- Establishes and maintains a file tracking system, databases, records, and/or other documents.
- 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.
- Assists directly in a wide range of administrative and operational functions.
- 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 data base applications; prepares agendas and may attend and take minutes of meetings, advisory and administrative groups.
- Maintains hard copies and web site posting of Board Policies and Administrative Procedures.
- Calendars and monitors time-sensitive deadlines for claims, litigation, and other legal proceedings.
- As specifically directed by the General Counsel, conveys routine information to management regarding legal matters.
- Researches and analyzes State Federal 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.
Job Description: Executive Assistant/Legal

- Compiles, reviews, and organizes evidence and other information for administrative agencies such as the State Chancellor, Office for Civil Rights, the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, as appropriate.
- Performs all investigation, organization, research and background work needed for grievances, claims, and lawsuits from inception through discovery and trial.
- May interview employees, students, witnesses or the persons in a fact-finding process.
- Provides support in litigation such as document production and serves as liaison to outside attorneys.
- Provides support in responding to Public Records Act requests.
- Assists General Counsel in directing and reviewing the work of student aides and student interns.
- Corresponds with insurance company on legal matters.
- 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.
- Provides liaison with Office of Human Resources and administrative agencies in the resolution of day-to-day issues as appropriate.
- 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.
- Performs research and other work related to a variety of employee-employer relation matters, negotiations and collective bargaining agreements.
- 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.
- Prepares, proofreads, and reviews materials such as legal documents, contracts, amendments, and resolutions to ensure accuracy of duties, clarity of wording 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.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university 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 the knowledge and skills listed below.
2. Demonstrated proficiency in business English usage, spelling, grammar and punctuation, basic arithmetic, filing and record-keeping procedures and telephone techniques.
3. Demonstrated proficiency in taking of dictation.
4. Ability to research and analyze data and information and develop, evaluate and present alternative recommendations.
5. Knowledge of online legal research tools (e.g., Westlaw, Lexis-Nexis, etc.)
6. Ability to communicate effectively both orally and in writing.
7. Ability to 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.
8. Ability to shift priorities, superior organizational skills. Must be able to meet deadlines and work under pressure.
9. Ability to operate a keyboard at a corrected speed of 60 words per minute. Ability to take dictation. Skills assessment test may be required.
10. Ability to 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.
11. Ability to establish and maintain cooperative relationships with those contacted during the course of work.
12. Demonstrated ability to 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.
13. Demonstrated proficiency in using mainframe information systems (such as human resources, and budget and finance systems).
14. Knowledge of legal terminology, phraseology, principles, procedures and forms as related to administrative assistant work performed.
15. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**
- None

**ENVIRONMENTAL DEMANDS**
- Occasional work performed alone
- Constant work around and with people
PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A