

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

August 12, 2015

<b>Legislative File</b>	
File ID Number:	15-1494
Introduction Date:	08/12/2015
Enactment Number:	15-1241
Enactment Date:	08/12/2015
By:	<i>os</i>

TO: Board of Education

FROM: Antwan Wilson, Superintendent  
Brigitte Marshall, Chief Talent Officer, Talent Development Division

SUBJECT: Approval of Job Description -- Executive Assistant, Legal

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1415-1125A approving revisions in the job description for Executive Assistant, Legal.

**BACKGROUND:**

By Resolution No. 1415-1125, on May 13, 2015, the Board approved the job description for Executive Assistant Legal. The revisions reflect changes necessary to better align the job duties with the work of the newly merged Legal and Labor Divisions.

**BUDGET IMPACT**

None.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1415-1125A approving revisions in the job description Executive Assistant, Legal.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT**

**Resolution No. 1415-1125A**

**Approving Modification in the Executive Assistant, Legal Job Description**

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**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job description aligns with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves modifications in the job description for the Executive Assistant, Legal position in order to better align the job duties with the work of the newly merged Legal and Labor Divisions.

Passed by the following vote:


AYES: Roseann Torres, Jumoke Hinton Hodge, Aimee Eng, Shanthi Gonzales, Vice President  
Jody London, President James Harris

NOES: None


ABSTAINED: Nina Senn

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held August 12, 2015.

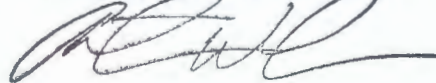
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**OAKLAND UNIFIED SCHOOL DISTRICT**



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James Harris  
President, Board of Education



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Antwan Wilson  
Superintendent and Secretary, Board of Education



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By:	OK



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Executive Assistant, Legal</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Legal</b>	<b>CLASSIFICATION:</b>	<b>Classified Confidential</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days/7.5 Hours, or Duty Days/Hours as assigned.</b>
<b>ISSUED:</b>	<b>Created: May 2015 Revised: August 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 12</b>

**BASIC FUNCTION:** Perform a variety of confidential, administrative, legal secretary and office manager duties, including performing a wide variety of highly independent, and complex administrative support services and highly skilled office management work involving access to confidential employee and student information; prepare various correspondence and memoranda, proofs of service, affidavits, declarations and various legal documents; support the preparation of a variety of legal and administrative correspondence, pleadings, memoranda, legal opinions, contracts, forms, Board items, motions and related material and limited legal research techniques and locating court or similar records; assume primary responsibility for implementing designated activities and operations; maintain official records.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS:

Act as legal secretary to attorneys, including the General Counsel, relieving the attorneys of a wide variety of technical and administrative details by performing independent and highly responsible administrative and staff duties in activities which support the District's Legal Department. Coordinate calendars; responsibility for calendaring litigation and regulatory due dates and deadlines; schedule appointments and meetings; facilitate logistical arrangements for large scale events as needed. Maintain a variety of manual and electronic documents, files and records.

Screen and process mail, both electronic and paper; refer to other staff members as appropriate; compose correspondence on own.

Transmit confidential, controversial, or sensitive information.

Receive visitors and telephone calls from the public, staff, parents, and students; exercise judgment in providing information, referring to an appropriate staff member, or scheduling appointments.

Respond to parent and/or community inquiries; work with schools and departments to resolve routine concerns of parents and community.

Make recommendations to develop, implement, and update internal and external procedures to assure smooth and efficient delivery of legal services including the use of technology in compliance with laws, policies and regulations.

Develop annual calendars for meetings and activities related to Legal Office.

Prepare various correspondence and memoranda, proofs of service, affidavits, declarations and various legal documents for others.

Transcribe and type a variety of legal and administrative correspondence, pleadings, memoranda, legal opinions, contracts, forms, records, reports, bulletins, handbooks, statistical reports, Board items, briefs, motions and related material requiring knowledge and use of the law library, court forms, other related legal and administrative documents, and limited legal research techniques such as cite-checking, shepardizing and locating court or similar records.

Review incoming correspondence and telephone calls for assigned attorneys or legal office staff, maintain calendar(s) for assigned attorneys/staff and ensure notification of attorneys/ staff of deadlines; duplicate and/or scan a variety of materials; may receive, open and distribute mail.

Review all outgoing correspondence, memoranda, reports and related documents to ensure the documents being transmitted are in proper order and form; process, log and track transactional documents submitted to the office.

Interact with the public, parents, teachers, staff, administrators and members of the Board of Education; answer phones, take messages, receive and send e-mail, process outgoing and incoming mail; arrange for meetings, appointments, and conferences for attorneys and staff in the office and coordinate schedules with other departments, outside counsel, opposing counsel and others; perform other clerical duties such as reproduction, giving information to callers, composing and typing routine correspondence.

Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various telephone systems and other office equipment.

Responsible for triaging Incident Reports upon receipt in the office, completing the initial review and forwarding to Third Party Administrator.

Set up incident and claim files, forwarding necessary documentation to the Third Party Administrator; set up litigation and regulatory files as necessary.

Serve as first-contact to claimants who contact the Legal Office.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Solid knowledge of practices and procedures of modern legal secretaries, legal terminology, judicial processes, systems and procedures for file maintenance and retrieval

California Style Manual and standard legal citation formats

Complex, specialized legal office procedures, computers and other office equipment

Legal office procedures, computers and other office equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

Standard secretarial procedures and office management techniques

Ability to work with diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District staff, students, parents and community

**ABILITY TO:**

Perform a variety of complex, specialized legal secretary duties involving specialized knowledge

Use legal terminology correctly, work independently with a minimum of supervision



Work effectively under extreme time pressures and deadlines

Must have demonstrated ability to establish and maintain constructive working relationship in a multi-cultural environment

Understand and follow oral and written directions

Operate a computer and other office equipment; meet schedules and time lines

Maintain records; analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Interpret, apply, and explain District policies, procedures, rules, and regulations

Communicate and articulate verbally and in writing at an exceptional level

Prepare reports and other documents

Understand and follow oral and written directions

Establish and maintain cooperative and effective working relationships with all levels of Legal Department, District staff, board members, outside agencies, parents and the public

Work with computer software programs at advanced levels including Word, Power Point, Excel, Windows, and the Internet Research,

Analyze situations accurately and adopt an effective course of action

Work independently with little direction

#### **PREREQUISITES**

Bachelor's Degree preferred. Associate's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in business, communications, secretarial science, management, or organizational leadership. A combination of experience and education may be used to meet the Associate Degree requirement; however, the work experience years used to qualify for the Associate's Degree requirement cannot be used to meet the work requirement.

Three (3) years legal secretarial experience

Public school district experience is highly desirable but not required

Notary Public Commission preferred

Valid California Driver's License, if applicable

#### **PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

#### **WORKING CONDITIONS**

##### **ENVIRONMENT:**

Office site environment; driving a vehicle to conduct work; fast-paced work; constant interruptions

##### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; travelling off-site; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

##### **NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

