



JOB TITLE	DEPARTMENT	REPORTS TO
Legal Assistant – HR	Human Resources	Executive Director of Legal Services

Position No: 77311	Length of Work Year: 12 Months
Salary Schedule: V2L	Date Approved: 7/11/17
FSLA: Non-exempt	Date Revised: 7/25/17; 10/5/18; 7/12/21

JOB GOAL
<p>This position performs highly responsible and complex legal assistant duties for the Human Resources Department. Job assignments include a variety of duties related specifically to confidential legal matters such as document review, preparation and processing, and duties related to non-legal matters such as secretarial, clerical, and administrative duties all of which require independent judgment, initiative, organization, and application of knowledge, skills, and abilities which have been acquired through considerable relevant experience.</p>

MINIMUM QUALIFICATIONS

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| <ol style="list-style-type: none"> 1. Associate's Degree required, Bachelor's Degree preferred. 2. Paralegal certification preferred. 3. A minimum of two years of experience as a legal secretary/legal assistant or equivalent combination of training and legal support experience. 4. Knowledge of office practices, procedures, bookkeeping, and management. 5. Proficient in business and legal terminology, usage, grammar, and spelling. 6. Knowledge of rules of procedure and courthouse processes for administrative and civil court matters. 7. High level of computer literacy with a variety of productivity, support, and research related programs. 8. Ability to work with diverse groups and to effectively communicate both verbally and in writing. 9. Knowledge of federal guidelines regarding the American's with Disabilities Act (ADA). 10. Knowledge of Florida Statutes, State Board of Education Rules, and Board policies related to personnel management. 11. Ability to type proficiently and take notes during meetings. 12. Ability to perform the functions of the position. |
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DUTIES AND RESPONSIBILITIES

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| <ol style="list-style-type: none"> 1. Provides legal assistant support for the Executive Director of Human Resources and other HR administrative staff. 2. Provides general secretarial support for the Executive Director of Human Resources and other HR administrative staff, including but not limited to, typing, copying, filing, processing mail, receiving and screening calls, scheduling meetings and appointments, and coordinating with other staff throughout the District. 3. Coordinates the receipt, review, and follow up of all matters that come into the office for action. 4. Maintains a working knowledge of the District's computer systems and programs. 5. Provides support for Policy Review Committee. 6. Reviews new legislation for applicability to HR functions and Board policies. 7. Prepares and processes documents and pleadings requiring knowledge of legal terminology, format, rules, procedures, and processes. |
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8. Obtains, gathers, and organizes pertinent information and data for the Department's use in providing legal assistance and in preparing legal documents and opinions.
9. Assists with trial preparation.
10. Researches, assembles, and summarizes information for reports generated by the Department.
11. Furnishes information to the public and responds to inquiries and public records requests.
12. Prepares the Human Resources Agenda for School Board Meetings.
13. Maintains accuracy of personnel files in compliance with district policies.
14. Assists in the development and implementation of district policies and procedures, and compliance with federal and state regulations.
15. Opens investigative files and enters cases into database.
16. Organizes investigative files.
17. Completes prior discipline and separation reference checks.
18. Sends appropriate files to the Department of Education (DOE).
19. Researches data and prepares reports as required.
20. Assists with the Department's budget and purchasing as needed.
21. Performs tasks in a timely and efficient manner.
22. Performs tasks with a high standard of quality.
23. Performs other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.