

## COMPLIANCE SUPPORT SECRETARY

### DEFINITION

Under general supervision, perform high-level legal secretarial tasks, research, and office duties in the Special Services office.

### EXAMPLES OF DUTIES

Serve as secretarial support to the Special Services staff; coordinate work flow; prepare or assist staff and/or legal counsel in the preparation of various documents including legal and confidential correspondence, board agenda items, special reports, resolutions, contracts, briefs, and other legal documents; perform legal research duties; log and expedite the processing of legal documents; maintain organized files; provide case planning, development and management; provide secretarial and specialized services pertaining to the district's special education matters with designated exclusive representatives; organize and maintain legal and other confidential files; take and transcribe difficult legal dictation and minutes of administrative meetings and hearings; provide expedient, efficient, and concise response to requests for information orally or in writing; conduct hearings; and perform other related duties as assigned.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Federal, State and local court rules and procedures;  
Legal concepts, terminology and principles;  
Use of legal reference materials;  
Applicable laws, codes, regulations, policies and procedures;  
Interpersonal skills;  
Various word processing and database software programs;  
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts.

##### Ability to:

Maintain current knowledge of applicable provisions of applicable Federal and State laws, rules and regulations, and court procedures;  
Communicate effectively both orally and in writing;  
Apply and explain rules, regulations, policies and procedures;  
Establish and maintain cooperative and effective working relationships with others;  
Operate a computer and assigned office equipment;  
Create and maintain database and spreadsheet programming with Access and Excel software;  
Meet schedules and time lines;  
Work independently with little direction;  
Plan and organize work.

##### Skills:

Type at a rate of 40 words per minute from clear, legible copy. Transcribe accurately at a speed of 90 words per minute. Capable operation of word processing equipment and computers.

EDUCATION AND EXPERIENCE

Education and Experience:

Any combination of training, experience, and/or education equivalent to five years of recent increasingly responsible legal secretarial experience including independent paralegal research.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I