

JOB DESCRIPTION
Nebo School District

District Secretary - Legal

Purpose Statement

The job of District Secretary - Legal is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the District Legal Counsel; coordinating and monitoring assigned activities; and assisting with legal work for the board of education, superintendent, district departments, and schools.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the District Legal Counsel

Essential Functions

- attends meetings, conferences, and seminars for the purpose of increasing knowledge in legal and secretarial responsibilities.
- attends meetings for the purpose of providing information, recording minutes, coordinating materials, and supporting the needs of the attendees.
- composes and edits contracts, leases, policies, forms, board resolutions, correspondence, memorandums, training materials and other legal documents for the purpose of meeting the district's legal obligations.
- maintains proper storage of information and documents for the purpose of assuring protection and confidentiality.
- maintains legal periodicals and publications for the purpose of providing current legal information available for research and decision making.
- monitors assigned departmental activities (e.g. meetings, department budget and expenditures, compliance with federal and state requirements, etc.) for the purpose of ensuring that goals are achieved, target dates are met, and financial, legal and/or administrative requirements are satisfied.
- orders supplies, equipment, and other materials for the purpose of maintaining appropriate inventories to meet the needs of the Legal Department.
- performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the Legal Department.
- performs secretarial duties, including but not limited to, typing and editing documents, filing, taking minutes, receiving and distributing mail, greeting visitors, answering the telephone, providing information regarding district policies and procedures, handling complaints appropriately, and referring concerns to appropriate persons for the purpose of providing an efficient, orderly, and professional office environment.
- prepares , reviews, and organizes various bond and capital project contracts, and assists in obtaining signatures, bonds, and proof of insurance for the purpose of protecting and maintaining accurate legal documents.
- prepares reports, contracts, agendas, memorandums, minutes, and legal summaries for the purpose of providing accurate legal documentation that will protect and direct student, parent, and district interests.
- researches and compiles information on various legal projects for the purpose of satisfying assigned responsibilities of the District Legal Counsel.

- researches and compiles files, records, and databases for the purpose of maintaining an accurate inventory of the Legal Department's equipment and supplies and the district's real property and water rights.
- supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; planning and managing projects; and completing legal documents. .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; communicating with others; office methods and practices including office application software; and legal terminology, research and publications. .

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting prorates; being attentive to detail; establishing and maintaining effective working relationships; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Associates Degree legal secretary preferred. Relevant job related experience may be considered in lieu of formal training. Notary Public certification will be required following employment.

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt