

Anoka-Hennepin Independent School District #11
Job Description

Title: Paralegal/Legal Administrative Assistant to General Counsel
Department: Superintendent
Reports to: General Counsel
Prepared Date: November 20, 2021

SUMMARY OF RESPONSIBILITIES

Under the direction of the General Counsel, provide comprehensive administrative and paralegal support to the Office of General Counsel.

DUTIES AND RESPONSIBILITIES

- Organize and maintain files and database of litigation involving the district, drafting revisions to policies and administrative regulations for the School Board.
- Date stamp all correspondence and outside counsel legal invoices for General Counsel review and processing.
- Schedule appointments and meetings; manage calendars and appointments as assigned/directed.
- Comply with and maintain knowledge of District policies and regulations pertinent to job responsibilities.
- Respond to documents and data requests by assisting with redaction, tracking, and notifying those responsible for gathering requested data.
- Organize documents and coordinate document production.
- Communicate with and prepare correspondence and other documents to state agencies, attorneys, building administrators and other outside contacts.
- Review and provide general summaries of court orders, including custodial matters.
- Assist with collective bargaining negotiations as necessary, including note taking, drafting revisions of language proposals, organizing, and maintaining language proposals.
- Conduct various document searches and legal research as needed.
- Manage workflow to include typing of correspondence, reports, and documents to ensure compliance with schedule deadlines.
- Provide full administrative support to the Office of General Counsel.
- Maintain absolute confidentiality of work-related issues and records.
- Process routine forms, including purchase requests, action forms, travel forms as assigned/directed.
- Special projects and other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no formal supervisory responsibilities, but may direct the work of other staff, students, job coaches, interns, or temporary workers. Provides leadership and initiate teamwork among other support staff.

EDUCATION and/or EXPERIENCE

Associates Degree in Paralegal Studies approved by the ABA and two years working as a paralegal; OR five years of providing senior level administrative support, including two years supporting a legal department; OR an equivalent combination of education, training, and experience as determined by Employee Services.

Paralegal or legal administrative support in a law department in the public sector is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of laws and state mandates affecting public entities, particularly school districts.

Knowledge of legal research techniques and legal terminology.

Knowledge of principles and protocols for the management of official documents and court records.

Knowledge of case management procedures and records management requirements.

Knowledge of principles and practices in the public sector.

Skilled in interpreting and applying school district or public agency standards and policies.

Skilled in reviewing and maintaining legal documents, records, compiling technical information, and managing official records.

Skilled in proofing legal documents for accuracy.

Skilled in providing support to attorney(s).

Skilled in using initiative and sound judgment within established guidelines.

Skilled in drafting, preparing, filing, and distributing various types of legal documents.

Skilled in performing basic legal research from a variety of sources.

Skilled in managing deadlines and technical requirements for a variety of legal documents and case filings.

Skilled in operating IT systems utilizing specialized software.

Experience and ability to interact with the public and others seeking information about District functions and activities.

Experience collecting data and generating reports.

Ability to establish and maintain effective working relationships with co-workers and the public.

Strong oral and written communication skills.

Excellent prioritizing, organizing, problem solving, and decision-making skills.

Experience in exercising considerable judgment, tact, and creativity with a high degree of confidentiality.

Ability to adapt willingly to frequent changes in activity, priorities, and work schedule.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. Ability to travel to various district sites is required. The noise level in the work environment is usually quiet, with constant interruptions.