

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PARALEGAL/ LEGAL ASSISTANT (Confidential)

CMS Salary Range 27

BASIC FUNCTION:

Under the supervision of General Counsel, provides a broad range of routine paraprofessional, technical, and administrative support services to the Office of General Counsel; prepares various routine and specialized administrative documents and correspondence; performs paralegal work of standard professional difficulty, and assists in routine aspects of potential litigation, legal and/or factual research and analysis, and drafting of documentation; provides complex secretarial and administrative support to the head of a major functional District-wide activity; manages the daily operations of the Office of General Counsel; plans, organizes, coordinates, and participates in activities specific to the assigned areas of responsibility; gathers, researches, provides or handles documents, data or information related to employee grievances, employer's bargaining positions and negotiations proposals.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Reports to and is directly responsible for legal, administrative, operational support services for the Office of General Counsel. (E)
- Organizes and manages the day-to-day activities of the Office of General Counsel to assure efficient and effective office operations; greets visitors and answers telephones; screens calls and visitors to conserve the administrator's time; initiates calls and follows up with appropriate parties for timely completion of requests; orders and maintains supplies; organizes and establishes filing and record-keeping systems; opens, sorts and distributes mail to appropriate parties; coordinates office workflow and prioritizes projects to ensure the timely completion of assignments and reports; maintains administrator's calendar; and arranges travel accommodations as necessary; maintains budget and other financial records; records expenditures, transfers funds and maintains current account balances. (E)
- Represents the Office of General Counsel and handle situations as they arise from students, outside agencies, and the general public; provides information and answers questions from students, District personnel and the general public regarding District programs, policies, procedures, regulations, and State, Federal, and local rules and regulations. (E)
- Handles conflicts, complaints, issues, and grievances from students, other departmental personnel, and the general public based upon the application of rules, policies, regulations, precedence, and common sense. (E)
- Establishes and maintains a file tracking system and databases. (E)
- Operates a variety of office equipment including typewriter, computer, calculator, copy machine and dictation equipment; inputs and retrieves computerized data; and utilizes word processing, database and spreadsheet software. (E)
- Maintains confidential files; maintains confidentiality of records and information, including information regarding Board, District, personnel, student, collective bargaining or controversial matters. (E)
- Contacts college administrators, members of the Board of Trustees, public agencies, and members of the public to obtain or transmit information for the Office of General Counsel. (E)
- Conducts a variety of assignments for the Board of Trustees and Cabinet members, which involve conducting research, analysis, and preparation of specific reports, including data or information related to employee grievances, employer's bargaining and negotiations proposals; prepares agenda items and distributes related materials. (E)

- Researches and analyzes federal, state, and local statutes, ordinances, court decisions, legal documents, and articles for use in preparing legal documents, opinions, contracts, ordinances, and resolutions under the direct supervision of an attorney. (E)
- Compiles, reviews, and organizes evidence and other information for administrative agencies such as the State Chancellor, Office of Civil Rights, the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, as appropriate. (E)
- Performs all investigation, organization, research, and background work needed for grievances, claims, and lawsuits from inception through discovery and trial. (E)
- Assist in interviewing employees, students, witnesses or the persons in a fact-finding process. (E)
- Performs research and other work related to a variety of employee-employer relation matters, negotiations, and collective bargaining agreements. (E)
- Serves as a liaison with Office of Human Resources and administrative agencies in the resolution of day-to-day issues as appropriate; works closely with Human Resources on confidential personnel issues. (E)
- Serves as a liaison between the Office of General Counsel, Board of Trustees, President, and outside counsel. (E)
- Receives, analyzes, investigates, and recommends action on submissions under various tort claim acts to General Counsel or an outside attorney. (E)
- Corresponds with insurance company and outside attorneys on legal matters. (E)
- Assist with the preparation, filing and service of pleadings. (E)
- Coordinate the collection, review and production of documents and responding to discovery requests. (E)
- Calendars and monitors time-sensitive deadlines for claims, litigation, and other legal proceedings. (E)
- Acts as an Agent for Service of Process for Tort Claims, Subpoena, and other legal documents. (E)
- Review Subpoenas and other personally served documents to ensure accuracy and compliance with law, and coordinate the collection, review and production of documents to respond to Subpoenas. (E)
- Provides support in responding to Public Records Act requests. (E)
- Receives and transcribes dictation of letters and memoranda, including material of a confidential nature; prepares correspondence and memoranda independently or from oral instructions. (E)
- Prepares, proofreads, and reviews materials such as legal documents, contracts, amendments, and resolutions to ensure accuracy of duties, clarity of working and language, conformance to standard legal style, consistency between clauses and/or provisions, verification of accuracy and pertinence of citations and code references through use of computer research, and other legal references; verifies completeness of appropriate supporting documentation; notes necessary changes, additions, deletions, and corrections for review and approval by General Counsel. (E)
- Summarizes, organizes, and indexes opinions, testimony, depositions, and documentary material and interrogatories; drafts and edits a variety of non-legal memoranda, reports, and correspondence. (E)
- Provides administrative and secretarial support for committees, task forces and other special groups within assigned functional areas; schedules and attends meetings; prepares agendas and minutes and maintains related records. (E)
- Takes and transcribes minutes and distributes to appropriate personnel. (E)
- Coordinates communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public. (E)
- Assist in providing in-service training to staff as needed.
- Performs other related responsibilities as may be assigned. (E)

EDUCATION AND EXPERIENCE:

A. Juris Doctor degree from a California or an American Bar Association accredited school of law.

OR

B. Bachelor's degree from a recognized college or university with a major in paralegal, legal studies, or a closely related field **AND** one year of full-time paid experience as a paralegal working under the supervision of an attorney.

OR

C. Completion of a paralegal or legal assistant certificate program at an accredited college or university that is approved by the American Bar Association **AND** two years of full-time paid experience as a paralegal working under the supervision of an attorney.

OR

D. Graduation from high school or its equivalent **AND** four years of full-time paid experience as a paralegal working under the supervision of an attorney.

Special:

Business and Professions Code Section 6450

Every two years, all Paralegals shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing education courses shall meet the requirements of Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the Paralegal's supervising attorney. The Paralegal shall be responsible for keeping a record of the Paralegal's certification.

A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions.

KNOWLEDGE OF:

- California Education Code and California Code of Regulations; California Public Contract Code; Federal and State Employment and Labor Law.
- The structure of federal and state legislative and judicial bodies; the methods and processes of legal decisions and lawmaking; legal terminology; legal writing skills in researching, analyzing, and preparing legal documents.
- The principles and practices of educational and human resources administration, with an emphasis in public sector employment and labor law.
- Online legal research tools (e.g., Westlaw, Lexis-Nexis, etc.)
- Legal terminology, phraseology, principles, procedures and forms as related to administrative assistant work performed.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Organization, policies and procedures of an assigned area of educational administration.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Public relations techniques.

ABILITY TO:

- Provide complex administrative support to the head of a major functional District-wide activity.
- Plan, organize, coordinate and participate in legal operations specific to the administrator's assigned areas of responsibility.
- To exhibit well developed organizational and interpersonal skills.
- Research and analyze data and information and develop, evaluate and present alternative recommendations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at 60 words net per minute from clear copy.
- Take and transcribe dictation/minutes accurately at a speed necessary for successful job performance.
- Work independently with little direction.
- Shift priorities, superior organizational skills. Must be able to meet deadlines and work under pressure.
- Work effectively and maintain the work flow while experiencing frequent interruptions
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Maintain confidentiality of privileged information obtained in the course of work, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Operate a variety of office equipment such as typewriter, word processor, computer, calculator, copier and dictation equipment.
- Make arrangements for meetings and conferences.
- Add, subtract, multiply and divide quickly and accurately.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: General supervision is received from General Counsel. May exercise functional supervision over assigned staff.

CONTACTS: Co-workers, other departmental personnel, senior administrators, faculty, staff, vendors, contractors, physicians, insurance carriers, state, federal, and local agencies,

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to maintain files.
- Bending at the waist, kneeling and crouching.

WORKING CONDITIONS:

- Office environment.
- Constant interruptions.