



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

JOB DESCRIPTION

ASSIGNMENT TITLE:

Legal Assistant

DEPARTMENT:

School Board

EMPLOYMENT TERM:

12 Months

GRADE:

H-14

REPORTS TO: School Board Attorney

SUPERVISES: None

JOB SUMMARY

Provides administrative and legal support to the School Board Attorney.

ESSENTIAL DUTIES

1. Prepares routine correspondence, contracts, orders, briefs, answers to discovery, answers to discovery, Freedom of Information Act requests, School Board resolutions and documents.
2. Assists School Board Attorney in trial and hearing preparation as needed. Conducts legal research and investigation using periodicals, law library, public records, and offices.
3. Maintains master files for all Hampton City Schools' Cell Tower Leases and assures that all documentation required by Leases is received annually.
4. Compiles and analyzes data for reports. Gathers and interprets information from appropriate sources.
5. Coordinates documentation in response to subpoena requests throughout the Division, including review and compilation of documents sent in response thereto.
6. Assists School Board Attorney in maintaining Hampton City Schools' Policy Manual and coordinating Policy Review committee meetings.
7. Maintains a legal filing system for documents and School Board agenda materials.
8. Manages routine office requisitions and maintains office budget.
9. Compiles and analyzes data for reports. Gathers and interprets information from appropriate sources.

10. Performs administrative duties including correspondence and answering telephone calls. Maintains the School Board Attorney's calendar. Arranges for any travel necessary for the School Board Attorney.

JOB SPECIFICATIONS

Education

High School diploma or equivalent.

License

Legal assistant or paralegal certification preferred. Valid Commonwealth of Virginia Notary Public certification required.

Experience

3 – 5 years of legal administrative experience, preferably in a municipal government setting.

Essential Technical/Motor Skills

Ability to manipulate computer hardware, software, and general office equipment. Ability to type and perform data entry.

Interpersonal Skills

Ability to positively interact and communicate effectively, both orally and in writing, with management, school officials, and the general public.

Essential Physical Requirements

Ability to sit for long periods of time.

Essential Cognitive Skills

Ability to explain and interpret rules, regulations, policies, and procedures. Ability to evaluate complex information and data in order to make decisions and prepare reports. Ability to organize and prioritize work. Discretion in handling confidential/sensitive information. Comprehensive knowledge of legal terminology and documents.

Essential Sensory Requirements

Ability to visually assess legal documents and reports. Ability to communicate via e-mail or telephone to a variety of groups.

Working Conditions

Little to no adverse working conditions.

DATES		
Created: July 2012	Last Reviewed:	Last Modified: