

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, CA

**ADMINISTRATIVE ASSISTANT, LEGAL COMPLIANCE**

**DEFINITION**

Under the direction of the Associate Superintendent, Human Resource Services, the Administrative Assistant, Legal Compliance supports the educational programs of the District by performing a variety of specifically delegated duties around legal issues, compliance, and CPRA.

**REPRESENTATIVE DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to this classification*

1. Assist with locating and identifying relevant legislation in submitting the District's position for proposed federal and state legislation.
2. Assist with reviewing and maintaining a library of current legal information and disseminating this information as appropriate to other administrators.
3. Ensure compliance with requests in accordance with the California Public Records Act.
4. Provide assistance to ensure faculty, staff and students operate within established guidelines and regulations governing the District.
5. Act as a resource to other departmental administration, employees, and parents regarding the District's policies and guidelines.
6. Research a variety of federal and state codes, cases, statutes, and legislation as requested.
7. Respond to needs and questions and take appropriate action to obtain requested information by various District staff members.
8. Respond to needs and questions and take appropriate action to obtain requested information by various attorneys.
9. Provide support to the Associate Superintendent with one-time, long-term or ongoing special projects related to legal matters, as needed.
10. Monitor and represent the District at mediation and related litigation procedural meetings.
11. Support departmental managers and site level administrators in the area of compliance, and other legal matters.
12. Represent the District at various compliance hearings and task forces.
13. Support the Associate Superintendent in matters pertaining to complaints ensuring compliance with state, federal and district laws, regulations and policies, and other legal related matters.
14. Assist with preparing for professional learning activities.
15. Prepare, maintain and update a variety of legal documents, files and databases related to assigned activities.
16. Establish and maintain professional relationships with management, colleagues, staff, and school related outside agencies.

**QUALIFICATIONS**

**Knowledge of**

District and school organization, operations, laws, regulations, policies and objectives related to position; conflict resolution strategies; principles and practices of training; research and analysis methods and techniques; recordkeeping and report preparing techniques; standard office practices and

**QUALIFICATIONS (Continued)**

procedures; methods and techniques of public relations; office equipment including computers and supporting software applications; correct English usage, grammar, spelling and punctuation; effective oral and written communication skills.

**Ability to:** Perform a variety of legal duties involving the use of independent judgment and personal initiative; learn school district organization, operations, policies and objectives; read, interpret, apply and explain laws, regulations, policies and procedures; utilize available legal resources; demonstrate organizational, time management, analytical and problem solving skills; analyze situations and make decisions based on procedures without immediate supervisor; operate a variety of standard office equipment including a computer and assigned software; maintain confidentiality; prepare, review and assess a variety of documents; understand and follow oral and written directions; establish and maintain accurate records relating to area of responsibility; communicate effectively both orally and in writing using tact and diplomacy; prioritize workload and conflicting demands; establish and maintain professional relationships with those contacted in the course of work; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Graduation from high school or equivalent.

**Experience:** Three years of professional paralegal experience, experience with CPRA, compliance or equivalent.

**License/Certificate:** Valid Paralegal or Legal Assistant Certificate preferred.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work in a professional office environment; routinely use standard office equipment such as computers, phone, photocopiers, filing cabinets, etc.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; stand or sit for prolonged periods of time, occasionally stoop, bend, kneel, crouch, reach, grasp and twist; repetitive hand movement and fine coordination including use of a computer keyboard.