

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant, Compliance, Legal, and Legislative Affairs	JOB CODE: 474B
DIVISION: Chief of Staff	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Compliance, Legal, and Legislative Affairs	WORKDAYS: Annual Administrative Employees
REPORTS TO: Compliance, Legal, and Legislative Affairs Officer	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides secretarial support to the Compliance, Legal, and Legislative Affairs Officer.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 5 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Secretarial and administrative skills including but not limited to excellent written and oral communication; ability to multi-task; MS Office Suite; ability to use various types of office machinery including but not limited to copiers, scanners, printers and multi-line telephone system

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supports the Compliance, Legal, and Legislative Affairs Officer.
3.	Routes and responds to correspondence accordingly, working closely with local school staff to resolve issues.
4.	Maintains an efficient paper and electronic filing system.
5.	Manages document collection for discovery requests.
6.	Serves as a project manager for division initiatives.
7.	Maintains bookkeeping records and supervises bookkeeping for Compliance, Legal, and Legislative Affairs.
8.	Maintains the schedule and calendars.
9.	Manages communications including the Compliance, Legal, and Legislative Affairs newsletter and distribution lists.
10.	Manages and files confidential information related to CCSD legal matters.
11.	Attends meetings and acts as representative of the Compliance, Legal, and Legislative Affairs department.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____