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.
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 ____________________