



EXECUTIVE ASSISTANT, GENERAL COUNSEL

DEFINITION

This position provides primary support for the General Counsel. In this role, the position performs difficult, diverse and sensitive duties in support of the General Counsel with a significant degree of independence, judgement and accountability for results. Under general direction, performs a variety of advanced administrative coordination duties of considerable complexity requiring thorough knowledge of the assigned department, college/district policies and procedures, and local, state, and federal regulations; Responsibilities include composing and preparing correspondence, reports, and other written communications; serving as a point of contact on behalf of the General Counsel for other college/district divisions, departments, the presidents' offices, intergovernmental and regulatory agencies, various public and private groups, and the general public; providing highly responsible and complex assistance to assigned manager; coordinating meetings and agenda items; scheduling, and arranging travel plans and preparing expense reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Counsel. Exercises no supervision of staff. May provide technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. Provide administrative services for the General Counsel requiring the exercise of independent judgment on complicated and difficult administrative matters involving sensitive and confidential information. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Communicates with staff on the General Counsel's behalf and coordinates logistics with high-level meetings both internally and externally; Provides support and assists in the tracking of work projects and the delegation of work assignments to help ensure smooth and effective operations.
2. Assists with the development of verbal and written reports and presentations; and prepares summaries of reports, memoranda, and documents for executive staff review.
3. Performs legal research using legal reference databases; collects data and completes research projects; analyzes issues and concerns and recommends innovative solutions; orders legal subscriptions and other necessary materials.
4. Conveys information between executive manager and directors, member agency representatives, officials, and staff.
5. Initiates follow-up procedures to ensure that projects and other tasks are completed and/or deadlines met including coordinating activities with others, and developing systems for tracking information, projects, and pending issues.

6. Manages complex calendaring of busy, fluctuating schedules that often conflict, includes adding, canceling and editing meeting requests, as well as ensuring timing and logistical details are in place; reminds manager of pending meetings and provides pertinent information. Arranges, plans and manages travel as needed including booking flights, hotels, etc.; and prepares expense reports.
7. Types, edits, and composes a variety of letters, memoranda, reports, charts, tables, legal forms, etc.; prepares agendas; transcribes minutes; composes documents from handwritten or verbal instructions; reviews documents for completeness and accuracy including proper format, grammar, spelling, punctuation, and adherence to policy and procedure; extracts and compiles data and other information for reports; and copies and distributes information.
8. Receives and screens phone calls, visitors, incoming correspondence, documents, and e-mails on behalf of the General Counsel; prioritizes and routes as appropriate; obtains and/or gives information; answers routine inquires; and explains or clarifies policies and procedures.
9. Develops, maintains, and manages accurate and organized manual or computerized filing systems; searches, locates, retrieves, and/or tracks files in order to provide requested information; and creates new files and filing systems when needed.
10. Examines, verifies, and organizes a variety of records and reports including budget documents, invoices, and regulatory reports.
11. May take and transcribe dictation, and summary and verbatim notes, to arrange and present the information in a clear and concise manner.
12. May be responsible for ordering of supplies and processing purchase requisitions.
13. May prepare legal documents and correspondence.
14. May serve as coordinator for a committee of the Board, including attending committee meetings, preparing official minutes and the Chair's report to the Board, and maintaining the official records of the committee.
15. May prepare the General Counsel's monthly Board report.
16. May serve as an Agent for Service of Process.
17. Performs other related job duties as required.

QUALIFICATIONS

Knowledge of:

1. Organization and function of educational institutions, including the role of Board of Trustees and appointed boards and commissions.
2. Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures within assigned areas of responsibility.
3. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
4. Sources of information related to a broad range of educational and administrative programs, services, and administration.
5. Modern office management practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Record keeping and filing systems and methods.
8. Basic statistics, business arithmetic, and bookkeeping.
9. Business letter writing and the standard format for reports and correspondence.
10. English usage, grammar, spelling, vocabulary, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform advanced and complex executive administrative support work accurately, within established deadlines, and with use of independent judgment.
3. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
4. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
5. Coordinate and oversee assigned administrative, budgeting, fiscal reporting, programmatic, and project management activities.
6. Plan, organize, and carry out assignments from management staff with minimal direction.
7. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
8. Evaluate and develop improvements in operations, procedures, policies, or methods.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
11. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
12. Maintain accurate databases, records, and files.
13. Maintain confidentiality and be discreet in handling and processing confidential information and data.
14. Perform arithmetic, financial, and statistical computations accurately.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Effectively use and keep current with computer systems, software, and modern business equipment to perform a variety of work tasks.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree from an accredited college and five (5) years of increasingly responsible and varied administrative support experience.

Desirable Qualification:

1. Possession of a legal secretarial certificate.
2. Knowledge of the court system, including rules and procedures; legal terms, legal forms, and documents and their processing; and proper format of legal citations.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C5-13

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: June 2023