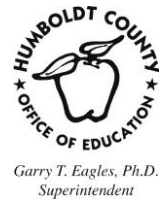


**Humboldt County Office of Education
Department Secretary: Legal/Personnel**



*Garry T. Eagles, Ph.D.
Superintendent*

Job Summary

Under general supervision of the HCOE Coordinator of Personnel Services and the North Coast Schools Legal Advisors, will perform varied and responsible clerical duties, including the preparation and distribution of legal documents and related work within the Legal and Personnel department as required.

Examples of Duties

Prepares and processes, contracts, briefs, and other legal documents and correspondence, memoranda and reports from notes, brief instructions, or prior materials; calendars and schedules court dates, meetings and appointments for attorney, files or arranges for the filing of legal briefs and other necessary paperwork with the court; receives and screens visitors and telephone calls for the legal unit and personnel department which may require the use of judgment and interpretation of policies and procedures or taking messages or referring the caller to the attorney or other school official; coordinate billing, processing of invoices, video conference scheduling and set-up with School and College Legal Services; uses word processing equipment and inputs or retrieves data and prepares reports using networked computer systems; independently initiates correspondence; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage; organizes and maintains chronological and other files; maintains and conducts follow up to the Fingerprint Consortium database in accordance with DOJ regulations; coordinates with department secretaries in the preparation of new employee Position Control forms; inputs vacant positions in proprietary personnel/payroll/budget system; receives new HCOE employment paperwork in order to input/attach new employee in payroll/budget system and begin construction of the personnel file; creates new HCOE employee packets for individual orientation meetings with the Coordinator of Personnel Services; prepares reports from information queried from proprietary payroll/budget/personnel system; reviews, calculates and reports HCOE certificated and classified professional growth submissions; maintains HCOE classified and certificated seniority list; prepares reports and forms for EDD and Worker's comp; administers the Paraprofessional Exam and maintains test information; maintains and distributes HCOE's substitute list; coordinates employee health and welfare enrollment and subsequent changes to H&W with North Coast School Medical Insurance Group and payroll; monitors employee compliance with TB clearance expiration requirements; coordinates with public health and or HCOE school nurses to perform TB testing; coordinates New Employee orientation with Administration; completes various surveys; maintains various databases used for reporting compliance with training, workers comp and health and welfare; greets visitors and the general public; serves as a backup for the Personnel Department clerical staff.

Employment Standards

Education and Experience

Graduation from high school or demonstration of comparable basic skills competence and four years of progressively responsible clerical experience. Experience in an educational and/or legal setting desired, but not required.

Knowledge of:

- Modern office terminology, procedures and resources;
- Department operations;
- Proper preparation of legal and business correspondence;
- Organization of legal and personnel files and records;
- Business correspondence;
- Receptionist and telephone etiquette techniques;
- Computer systems operations and report preparation;
- Collective bargaining terminology;
- Law library resources and data retrieval systems;
- Proper English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

- Analyze and interpret laws and other regulations;
- Work independently with minimal supervision;
- Accurately use word processing to create copy from notes or hand written correspondence and enter data with accuracy;
- Communicate with tact and courtesy and maintain appropriate confidentiality;
- Respond to routine and complex inquiries;
- Use proper English in filing and indexing and other identifying tasks;
- Use proper English with correct spelling and punctuation;
- Prepare complex legal documents in proper format and structure;
- Follow oral and written directions;
- Operate modern office equipment, including personal and networked computers;
- Adapt to changing work demands and interruptions;
- Set task priorities, meet deadlines and follow-up on assignments;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print such as legal contracts, spreadsheets and texts;
- Communicate effectively via telephone, computer and in person;
- Occasionally lift/move materials weighing up to 30 pounds.

Position Requirements

Persons serving as Department Secretary – Legal/Personnel must be able to maintain professional effectiveness and personal demeanor at all times including during peak work flow periods and within often restrictive production time schedules.

Classified

Range 40

Personnel Commission Approved 5/12/2015