

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

**COORDINATOR, CONTRACTS AND LEGAL AFFAIRS (C)*
(Confidential Salary Range 31)
Job Code: 1507**

CLASS PURPOSE

Under the supervision of the Special Assistant, Chief of Staff the Coordinator, Contracts and Legal Affairs will provide a broad range of paraprofessional, technical, and administrative support services for the Office of Special Assistant, Chief of Staff and the Office of General Counsel. Prepares various routine and specialized administrative documents and correspondence. Performs paralegal work of standard professional difficulty; assists in routine aspects of potential litigation, legal and/or factual research and analysis.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Reports to and is directly responsible for legal secretarial and administrative support services for the Special Assistant, Chief of Staff.
- Calendars and monitors time-sensitive deadlines for claims, litigation, and other legal proceedings.
- Under direction conveys routine information to management regarding legal matters.
- Provide support with ongoing litigation and legal matters including; document production; liaison to outside attorneys; responses to Public Records Act requests and correspondence with insurance company on legal matters.
- Establishes and maintains confidential files; contacts college administrators, members of the Board of Trustees, public agencies and members of the public to obtain or transmit information for the Special Assistant, Chief of Staff.
- Coordinates with the Office of Human Resources and administrative agencies in the resolution of day-to-day issues as appropriate.
- Prepares, proofreads, and reviews materials such as legal documents and contracts; update documents as needed prior to final approval by the Special Assistant, Chief of Staff.
- Coordinate and schedule meetings with all relevant parties regarding grievances, claims, and lawsuits. Conducts background research when directed.

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- Manages the schedule of the Special Assistant, Chief of Staff; Schedules meetings with District staff, college personnel and key constituent groups.
- Responsible for providing regular budget reports to the Special Assistant, Chief of Staff includes budget projections and recommendations for managing expenses, and initiating budget transfers and requisitions.
- Conducts legal and factual research and data analysis as directed; compiles data from sources such as electronic and hard copy digests, practice manuals, and/or published laws and regulations.
- Maintains hard copies and web site posting of Board Policies and Administrative Procedures.
- Transcribes tape recordings; processes a variety of correspondence, memoranda, reports and documents using prior documents for format; utilizes standard word processing, spreadsheet and data base applications; prepares agendas and may attend and take minutes of meetings, advisory and administrative groups.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may use other department-specific equipment.
- Coordinate district-wide projects and activities
- Coordinate the work assignments and general oversight of the reception desk.
- May plan, direct and review the work of student employees and student interns.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university and two years of coordination support experience including training as a legal secretary, paralegal or other legal paraprofessional; or any equivalent combination of training and experience that provides the knowledge and skills listed below.
2. Knowledge of online legal research tools (e.g., Westlaw, Lexis-Nexis, etc.)
3. Ability to research and analyze data and information and develop, evaluate and present alternative recommendations.
4. Ability to communicate effectively both orally and in writing.
5. Ability to operate a personal computer and peripheral equipment (MS Word, MS Excel, MS PowerPoint, MS Outlook, websites, Internet browser, and E-mail), using modern software, including word processing, spreadsheet, database management and data input; prepare letters, reports, charts and graphs from statistical information, and perform filing systems management, etc.

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6. Ability to perform and complete difficult and responsible administrative support work with speed and accuracy; work cooperatively with others and meet the public with courtesy and tact; and work effectively and maintain the work flow while experiencing frequent interruptions.
7. Demonstrated ability to maintain confidentiality of privileged information obtained in the course of work, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
8. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

Knowledge of:

- State and federal reporting requirements for a community college district.
- Knowledge of legal terminology, phraseology, principles, procedures and forms as related to administrative assistant work performed.

Ability to:

- Demonstrated proficiency in using mainframe information systems (such as human resources, and budget and finance systems).
- Ability to establish and maintain cooperative relationships with those contacted during the course of work.
- Ability to shift priorities, superior organizational skills. Must be able to meet deadlines and work under pressure.
- Demonstrated proficiency in business English usage, spelling, grammar and punctuation, basic arithmetic, filing and record-keeping procedures and telephone techniques.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color

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- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: 4/7/17