

# Executive Legal Assistant to the General Counsel

## Position Details

Class Code: 0371

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction of the General Counsel, initiates and coordinates the clerical/executive secretarial functions required to effectively assist the Office of the General Counsel, including the General Counsel, Head Legal Counsel, Deputy General Counsel, Senior Assistant General Counsels, and Assistant General Counsels, to protect the Clark County School District (CCSD) from litigation, liability, and other legal matters. Provides administrative assistance and management support requiring a high degree of legal training, understanding of Nevada and Appeals Courts protocols, awareness, tact, creativity, and initiative in directing or completing projects and resolving problems, in addition to performing high-level legal secretarial duties, paralegal research, and office management in direct support of the General Counsel and the Office of the General Counsel.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for managing the internal operations of the Office of the General Counsel.

2. Plans, organizes, implements, and supervises legal secretarial/clerical work for the General Counsel, Head Legal Counsel, Deputy General Counsel, Senior Assistant General Counsels, and Assistant General Counsels.
3. Provides leadership, supervision, direction, coaching/guiding, training, and daily oversight to the legal secretarial staff, ensures smooth flow of information, delivery of services, and implementation of procedures within the Office of the General Counsel.
4. Prepares Board agenda items, including drafting Executive Summaries, and compiles appropriate backup information for submission to the Superintendent's Office for the Clark County School District Board of Trustees meetings.
5. Responsible for the retention of Board agenda items and appropriate backup information of contracts and other documents approved by General Counsel to submit to the Board of Trustees for meetings; responsible for providing notification to attorneys of upcoming Notice of Intent to Adopt, Repeal or Amend CCSD Policies and Regulations agenda items.
6. Work collaboratively with the General Counsel in preparation for all appearances and documents.
7. Applies high-level expertise to litigation and matters of potential litigation, in addition to specific State Court, Federal Court, Appeals Court, and Nevada Supreme Court rules for filing appropriate pleadings, and other Rules of Civil Procedure.
8. Conducts and performs various paralegal research duties using the internet and other resources.
9. Oversees all school and department requests received by the Office of the General Counsel; triages and delegates those requests to the appropriate staff to ensure task completion in a timely manner.
10. Responsible for accepting legal process when appropriate, triages and facilitates lawsuits to the appropriate staff and/or outside counsel, and maintains active and settled litigation tables for monthly assessment by the General Counsel.
11. Utilizes advanced microcomputer software skills to prepare pleadings, resolutions, contracts, briefs, and other legal documents in compliance with State and Federal laws, including conducting electronic filing of various legal documents in compliance with the specific State Court, Federal Court, Appeals Court, and Nevada Supreme Court.
12. Utilizes advanced microcomputer software skills to compose and prepare legal/confidential correspondence, complex reports, tables, and forms; prepares, maintains and provides statistical information; composes memos, correspondence, or reports, as directed, and in accordance with CCSD's Standards and Style.

13. Responsible for generating, organizing, maintaining, and securing legal/confidential files and confidential personnel files.
  14. Reviews materials for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and proper approvals.
  15. Coordinates, maintains and facilitates the calendar for the General Counsel, Senior Assistant General Counsels and Assistant General Counsels by prioritizing events, requests, and updates as necessary to ensure all appearances receive proper attendance and all items are addressed within the appropriate timelines.
  16. Utilizes advanced microcomputer software skills to prepare legal office budgets, maintaining expenditure controls, purchasing office supplies, and paying legal expenditures.
  17. Responsible for auditing semi-monthly and bi-weekly payroll audits and exception reports for accuracy and monitoring budgets to provide assistance.
  18. Gathers backup documentation and processes travel reimbursements according to regulations, mileage claims, etc.
  19. Frequent contact with the public and employees at all levels, requiring that information be obtained and relayed to visitors based on their needs; refers visitors to appropriate administrative staff, when necessary.
  20. Interprets and explains administrative policies/procedures to staff and the public.
  21. Conforms to safety standards, as prescribed.
  22. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Responsible for complex legal secretarial duties, managing confidential information, and leading staff within the Office of the General Counsel. Directs and assists all other legal secretarial/clerical staff and performs various paralegal research. Deals with diverse matters requiring extensive knowledge of CCSD and the General Counsel's role in carrying out his/her duties.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of Nevada and Federal civil procedure, court filings, docketing, discovery/e-discovery, legal terms, and administrative procedures and practices.

2. Knowledge of secretarial practices, business machines (including coordination of purchase, maintenance and repair services), office management, recordkeeping and accounting.
  3. Knowledge of personal computers and software applications, including word processing, databases, spreadsheets, and document management systems.
  4. Possess strong writing skills, and perform editorial checking for spelling, punctuation, grammar, organizational, and research skills.
  5. Proficiency in editing and proofreading.
  6. Ability to plan, organize and prioritize work; ability to work independently without immediate supervision.
  7. Ability to maintain confidentiality of information and maintain an ethical attitude.
  8. Ability to train, supervise, manage, and evaluate the work of others.
  9. Ability to exercise diplomacy, tact, and good judgment.
  10. Ability to demonstrate strong leadership and communication skills; ability to determine procedures for handling unique problems and/or to refer situations to an administrator.
  11. Ability to meet predetermined deadlines, flexible in shifting to new tasks when priorities change.
  12. Ability to communicate effectively and work cooperatively with individuals and groups.
  13. Ability to compile written reports and concentrate on the accuracy of details.
  14. Ability to read and interpret procedures and perform work safely.
  15. Ability to recognize and report hazards and apply safe work methods.
  16. Possess physical and mental stamina commensurate with the high-level responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Four (4) years' recent experience working as a legal secretary with paralegal research responsibilities. Graduation from an accredited college/university with a business or secretarial major may be substituted for one (1) year of experience.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## Preferred Qualifications

None specified.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD Office of the General Counsel.

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## Work Environment

### Strength

Sedentary/light – exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, software applications including Westlaw, SAP, PaymentNet, Infinite Campus, DocDNA, copiers, telephones, transcribing machines, fax machines, tape recorder/copier equipment, calculator, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Created: 01/02/25