

# Executive Legal Secretary

## Position Details

Class Code: 0370

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, performs high-level legal secretarial duties, paralegal research, and office management for the Clark County School District legal offices.

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## Essential Duties and Responsibilities

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

1. Acts as secretary to the General Counsel and legal staff.
  2. Coordinates workflow.
  3. Prepares resolutions, contracts, briefs, and other legal documents.
  4. Performs paralegal research duties.
  5. Composes and prepares legal/confidential correspondence and special reports.
  6. Assists in preparing legal office budgets, maintaining expenditure controls, purchasing office supplies, and paying legal expenditures.
  7. Opens, organizes, and maintains legal/confidential files.
  8. Logs and expedites legal document processing; electronically files legal matters in federal and state court systems.
  9. Explains administrative policies/procedures to staff and the public.
  10. Conforms to safety standards, as prescribed.
  11. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Manages District legal offices, provides paralegal research, and performs highly-responsible secretarial duties.

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

1. Knowledge of legal terms and procedures.
  2. Knowledge of modern office organization.
  3. Ability to plan/organize legal files and office work.
  4. Ability to maintain confidentiality of information.
  5. Ability to train, supervise, manage, and evaluate the work of others.
  6. Ability to exercise diplomacy, tact, and good judgment.
  7. Ability to assume responsibility.
  8. Ability to prioritize and work independently.
  9. Ability to communicate effectively with individuals and groups.
  10. Ability to compile written reports.
  11. Ability to read/interpret procedures and perform work safely.
  12. Ability to recognize/report hazards and apply safe work methods.
  13. Proficiency in editing and proofreading.
  14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

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

1. High school graduation or other equivalent (i.e., 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 (i.e., 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 legal offices.

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## **Work Environment**

### **Strength**

Sedentary/light – exert force up to 10 lbs., occasionally.

### **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, a Video Display Terminal (VDT) screen, 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, 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**

- Revised: 08/29/23
- Created: 10/19/90