

SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description

TITLE: Legal Services/Safe Schools Specialist CLASSIFICATION: ClassifiedConfidential

SERIES: None Legal

Maintain the assigned administrator(s) calendar to ensure accuracy and integrity of schedule. E

Conduct legal research using both computerized and traditional methods. E

Communicate and disseminate information to appropriate staff and/or members of the Board of Education as required. E

Protect confidentiality of records and information about students, staff and parents, and use discretion with sharing any such information within legal confines. E

Make telephone calls to verify, receive, or transmit information; open and screen incoming mail; and compose replies according to established guidelines. E

Compose memos, letters, flyers, charts, spreadsheets, matrixes, legal documents, and other materials independently or from rough draft. E

Reads and demonstrates an understanding and adherence to Districts values, policies, and practices. E

Prepare and manage comprehensive records; prepare reports and files including those of a confidential nature. E

In case of absence, may serve as alternative assistant to the Deputy Superintendent. E

Monitor budget expenditures, and maintain financial records and current account balances. E

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; -4(s0 Tw 5.38 3.714.0)Tj 0.001 Tc -0E

computersoftware testing program preferred as follows:

- Keyboarding 55 Correct WPM
- Word..... 80% Over Store
- Excel..... 80% Over Store
- PowerPoint 80% Over Store

KNOWLEDGE AND ABILITIES (80%)(14)(15)(me.22)(p.10,24)(5)(b)-(A)(D)(5)(a)(6)(c) 0 Tw007W170805D257G

to read various documents related to assigned duties; and lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals referred to Administrative Services for resolution of issues.

NOTE: This job class has been designated "Confidential" by the Board of Education on 11/6/11 (TJ) (is Tc 0