

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Executive Assistant

Department: Central Office

Date: July 2019

Reports To: General Counsel

Grade: J

Purpose of Job

The purpose of this job is perform administrative/paralegal functions and to provide general support to the Office of General Counsel. Duties and responsibilities include preparing, reviewing, disseminating and/or filing correspondence and reports; screening calls; receiving, processing and distributing mail; organization and scheduling of appointments and meetings; and possible limited research. Position requires strong verbal and written skills, excellent time management skills, flexibility, and the ability to maintain high level of confidentiality with all communications related to duties.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for general office organization, maintenance, tracking, and filing of legal files, to include ADA, EEOC, THRC, OCR matters, employee grievances, internal investigations, miscellaneous contracts, and legal research.

Assists with tracking status of external claims and litigation handled by outside legal counsel.

Assists with unemployment claims to include: collecting information to formulate responses to unemployment claims; maintaining status and documentation of pending claims; assists General Counsel with preparing for unemployment appeal hearings; and receives and reviews monthly TDOL unemployment statement to verify claims prior to forwarding to Business Affairs.

Assists with collecting information and documentation when General Counsel is responding to Federal or State agency inquiries, complaints or claims.

Coordinates calendar activities, to include planning/scheduling appointments, interviews, meetings, and notifies involved parties. Ensures the calendar for the General Counsel is current.

Prepares routine and confidential correspondence, letters, memoranda, forms, reports and other documents, and disseminates appropriately.

Manages paper and electronic information storage and retrieval.

Reviews and analyzes incoming mail, reports, memoranda to determine their significance and plan for their distribution; prepares outgoing mail and other documentation.

Copies and distributes correspondence, memoranda, reports and other related materials.

Acts as the point of contact for Office of General Counsel and provides excellent customer service; Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Greets visitors, ascertains nature of business, assists and/or directs visitors to appropriate person.

Responds to routine and confidential requests for information or assistance from local and state officials, law enforcement agencies, members of the staff, the public or other individuals.

Performs research on various issues, legal and/or non-legal, as requested.

Assists with policy, procedure and form reviews and revisions by General Counsel and maintains spreadsheet of District documents required to be reviewed by General Counsel on regular schedule.

Coordinates appeal hearings with third-party hearing officers related to employee disciplinary matters.

Assists with annual budget preparations for Office of General Counsel accounts.

Prepares conference/event registrations and itineraries, makes travel arrangements, and prepares expense reimbursements for General Counsel.

Prepares timesheet and leave forms for the General Counsel.

Prepares purchase requisitions, check requests, MUNIS data entry as required.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent is required; Associate or Bachelor degree preferred, with three to five years of executive assistant, legal administrative assistant and/or paralegal experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Knowledge of Job

Has considerable knowledge of the policies, procedures and activities of the school system as they pertain to the performance of duties relating to the job of Executive Assistant and/or paralegal. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has ability to multi-task, be flexible, confidential, has a proactive, positive attitude, and the ability to work well with internal management and staff, as well as the School Board members and other public officials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines, which includes a computer, printer, facsimile machine, copy machine, tape recorder, transcriber, calculator, telephone, etc. Must be able to use

body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active light work.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange administrative and technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to the job of Executive Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Executive Assistant and Communications.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually with equipment.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have high level of eye/hand/foot coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Executive Assistant.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date