

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Administrative Assistant to Office of General Counsel  
**Department:** Superintendent  
**Reports to:** General Counsel  
**Prepared Date:** August 29, 2019

**SUMMARY OF RESPONSIBILITIES**

Provide secretarial and administrative support to the Office of General Counsel; provide comprehensive program, service and office support by performing the following duties.

**DUTIES AND RESPONSIBILITIES**

- Provide administrative support to Office of General Counsel to enhance office effectiveness.
- Assume office management responsibility for the Office.
- Screen incoming calls and mail; independently respond to inquiries, requests for information, complaints and concerns by gathering and providing technical and routine information on district programs and services.
- Handle confidential information with discretion and maintain compliance with the Minnesota Government Data Practices Act.
- Maintain calendar; arrange meetings and conferences, schedule times, invite participants, prepare agendas and other materials, involve appropriate staff, insure that all assigned follow up occurs, required actions are taken and deadlines are met. Make travel plans when necessary. Create and maintain calendars for related departments and projects.
- Schedule and arrange Office activities so that deadlines and time schedules are met.
- Conduct records, legal and factual research; compile data; compose and type correspondence; prepare technical or statistical reports and documents.
- Develop and maintain filing and information retrieval systems that will ensure information is readily accessible; build and maintain databases and files.
- Draft new employment and labor law documents including employment agreements, memorandums of understanding, contracts, and basic pleadings.
- Attend meetings for the purpose of recording minutes.
- Support case proceedings by organizing materials for legal cases, arbitrations and mediations; prepare exhibits, schedule witnesses; ensure that witnesses are ready when needed.
- Organize, analyze, crosscheck and validate information; track case files.
- Check and edit legal forms and documents for accuracy.
- Assist in organized labor negotiations.
- Maintain record of data requests made to the District per Minnesota Government Data Practices Act; facilitate collection of data and respond as needed.
- Maintain professional memberships of attorney(s); maintain CLE credits.
- Order publications, supplies, equipment, and materials; coordinate maintenance and repairs of equipment; maintain appropriate accounting and budget records.
- Use computer applications with ease to complete assigned projects.
- Maintain law library.
- Perform such other tasks and assume such other responsibilities as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position has no formal supervisory responsibilities, but may direct the work of other staff, students, job coaches, interns, or temporary workers. Provides leadership and initiates teamwork among other support staff.

## **EDUCATION and/or EXPERIENCE**

Requires High School Diploma or equivalent and three years related experience.  
Associate's degree or equivalent from a college, or technical school certification desired.  
K-12 school district experience preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of office practices and procedures.  
Knowledge of the organizational structure, programs, operations, etc. of a school district.  
Ability to determine priorities, plan workload and meet deadlines  
Skill in composing letters, memos, and other informational materials.  
Ability to transcribe from dictation.  
Ability to handle confidential and sensitive information with discretion and in accordance with the Minnesota Government Data Practices Act.  
Ability to interpret district policies and procedures to parents and staff.  
Ability to understand and carry out complex oral and written directions.  
Ability to establish and maintain effective working relationships with principals, department directors, administrators, staff, outside legal counsels, and bargaining group leadership.  
Knowledge of general budget and accounting practices and procedures.  
Ability to maintain regular attendance, which includes completing an assigned day.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

Most work is performed in an office or cubicle. Requires travel between district buildings during the work day.