
Job Description – Administrative Assistant to the General Counsel

Primary Function: Under the direction of the General Counsel, the Administrative Assistant to the General Counsel provides comprehensive administrative and clerical support for the Legal Services Office. This role coordinates Public Information Act (PIA) requests, performs record-keeping and budget functions, and assists with monitoring various legal and litigation activities. The position requires strong organizational skills, attention to detail, and the ability to uphold strict confidentiality.

Responsibilities/Duties:

- Receives, logs, and tracks all PIA requests, ensuring compliance with strict deadlines
- Communicates with requestors regarding request status, costs, and timelines
- Collaborates with various departments to gather and produce responsive documents
- Prepares drafts of correspondence and response packets for review by the General Counsel
- Coordinates the gathering of information and documents from departments and campuses for subpoenas, litigation discovery, complaints, in-house investigations, and grievance hearings
- Provides support in the processing and monitoring of grievances, complaints, and other legal proceedings by organizing documentation, monitoring deadlines, and handling related correspondence
- Assists with the processing of legal subpoenas or student education record requests by retrieving documents and preparing timely responses
- Provides support in preparing legal documents for submission to federal and state agencies or third parties
- Assists the General Counsel in reviewing court orders regarding child custody and possession
- Researches regulations, policies, and laws as needed or requested by the General Counsel
- Assists with updates to handbooks, policies, administrative regulations, and procedures as directed
- Manages day-to-day operations of the Legal Services Office, including answering phone calls and directing inquiries
- Drafts, proofreads, and distributes routine correspondence, forms, schedules, and reports
- Maintains appointment calendars; schedule and coordinate meetings
- Completes necessary paperwork and make arrangements for workshops, conferences, and travel
- Monitors inventories and prepare supply orders for materials and equipment
- Organizes, maintains, and safeguards legal, student, and employee records according to district policy and records retention requirements
- Maintains accurate departmental files in both paper and electronic formats
- Ensures confidentiality of all legal and sensitive documentation
- Tracks department expenditures, process purchase orders, and reconcile invoices
- Maintains accurate records of budget activities; collaborate with the Finance Department as needed

Other

- Maintain regular, prompt, and reliable attendance
- Uphold strict confidentiality regarding district operations, staff, and student matters
- Demonstrate professional, ethical behavior consistent with district standards
- Perform additional tasks as assigned by the General Counsel or Superintendent to support departmental and district objectives

Knowledge and Abilities:

Knowledge of:

- Texas Public Information Act (TPIA). Familiarity with or ability to learn TPIA processes and deadlines.
- Basic legal processes, subpoenas, and grievances (preferred)
- Skill in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and capable of learning specialized software
- Skill in proofreading, reviewing legal documents, and maintaining thorough, accurate records
- Ability to prioritize tasks, meet deadlines, and manage multiple projects in a high-volume environment
- Ability to explain complex information in a clear, concise manner
- Ability to work cooperatively with diverse internal and external stakeholders
- Ability to handle sensitive matters with discretion and integrity
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent required. Minimum of three (3) years of experience working in administrative support role required; experience working in education or school law preferred.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reading; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 225 workdays. Clerical Pay Schedule

Revised: 3/13/2025

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date