



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Administrative Assistant for Legal Counsel & Board of Education Secretary** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS60H**
 Prepared/Revised Date: **August 1, 2023** Job Code: **506Q2**

SUMMARY: Responsible for performing executive administrative, organizational, confidential, and high-level clerical functions in support of the Board of Education (BOE) and Legal Counsel. Ensure the smooth operation of the BOE and Legal and Counsel offices by receiving calls; responding to inquiries; composing, preparing, and distributing memos, letters, agendas, and confidential materials; maintaining calendars; coordinating travel arrangements; arranging, posting, and attending BOE meetings; taking meeting minutes, calling roll and recording roll call voting; and maintaining all official board records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Work with the superintendent's office to support the BOE in their work. Serve as contact for the BOE's office and Legal Counsel, answer calls, emails, respond to questions, problem solve, and provide information. Work a flexible schedule, including some evenings, to attend all Board meetings, and meet the needs of the BOE work, as well as the needs of the District's Legal Counsel.	D	20%
2. Provide general administrative support to Legal Counsel including but not limited to maintaining calendars, updating professional resources, forms, and documents, creating correspondence, preparing meeting agendas, taking meeting minutes, and researching and compiling information and data into report or memo format.	D	15%
3. Attend work and arrive in a timely manner.	D	1%
4. Attend all BOE regular meetings, retreats, and occasional special meetings. Record, prepare and distribute meeting minutes that accurately reflect the discussion and decisions from each meeting. Take roll-call votes of Board action taken and announce results as appropriate. Record meetings and some executive sessions using a digital recorder. Ensure required signatures are obtained at meetings and in some cases, attest documents. Prepare Board meeting agenda packets by way of an electronic meeting management system. Provide draft meeting minutes to BOE members for review in a timely manner.	W	30%
5. Prepare, in consultation with Board leadership, Board meeting agendas setting forth all known items of business to be considered at upcoming Board meetings. Solicit data and information at the request of Board members to assist them in making educated decisions. Give public notice of all Board meetings as required by law.	W	15%
6. Work with television director regarding the live and recorded broadcast of meetings. Organize and set up all BOE meetings. Greet guests of the BOE at meetings and provide direction accordingly. Coordinate the process for public comment at BOE meetings.	W	5%
7. Work with Legal Counsel regarding duties required by statute including the coordination of biennial board elections and assist with mill levy and bond issue elections. Prepare public notices regarding elections, budgets, bond sales, and other matters.	M	5%



8. Work with Legal Counsel to prepare, distribute, file, and post new and revised BOE and superintendent policies.	M	3%
9. Make travel arrangements for board members to attend conferences and trainings.	A	3%
10. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in a business administration or related field
- More than three years and up to and including five years of experience in administrative support, preferable at the executive level and experience in taking meeting minutes
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to work a flexible schedule during a traditional work week, including some evenings
- Ability to work from home as needed
- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Advanced personal computer, transcription, and word processing skills (typing 60 WPM)
- Ability to follow conversations, record and produce detailed minutes
- Ability to work a flexible schedule to attend regular meetings, retreats, and occasional and special meetings, including some evenings
- Ability to perform limited work in a remote environment
- Strong attention to detail and organizational skills
- Customer service and public relations skills
- Ability to work in a self-supervisory, multi-task environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to pay attention to detail while remaining accurate
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals and recording and transcription equipment
- Operating knowledge of and experience with Microsoft Office and Outlook
- Ability to learn and operate software systems and programs required of the position
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate		X		
Instruct		X		
Compute				X
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	