

Job Summary:

The job of Administrative Legal Assistant is done for the purpose/s of providing responsible administrative, secretarial and paralegal work for the County Superintendent and the Business Services division; to research, prepare, draft, process and monitor a variety of legal documents and processes; to disseminate information to Tulare County Office of Education (TCOE) and district staff, the county board, the general public and governmental agencies; to provide notary services for the office; to insure legal compliance with state and federal laws and regulations; and to meet the operational needs of the Tulare County Office of Education.

Essential Functions:

- x Provides administrative, secretarial, and paralegal support to the county superintendent, the Assistant Superintendent of Business Services, and Directors of External and Internal Business Services.
- x Prepares/composes correspondence, publications, required reports, and other documents regarding elections, budgets, audits, conflict of interest (Form 700), and other recurring events for the purpose of disseminating information to TCOE staff, Tulare County school districts, the general public and government agencies.
- x Processes absence reports, requisitions, agenda items for the county board, county board resolutions, and disseminate information to TCOE staff, the county board, the Tulare County school districts, the general public and governmental agencies.
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Knowledge of:

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