



Sumner Bonney Lake School District

An Equal Opportunity/Affirmative Action Employer

Legal Affairs Executive Assistant

Compensation & Representation:

The Legal Affairs Executive Assistant is a confidential exempt classified staff member who follows the Sumner Exempt Employees (SEE) Agreement and is paid according to the SEE Salary Schedule. This position is not an SEE position.

Position Summary:

Under the direction of General Counsel, the position of Legal Affairs Executive Assistant performs a variety of legal, administrative support, and public records responsibilities. Duties are divided between performing traditional paralegal duties and serving as the public records officer under the Washington Public Records Act.

Specific Job Requirements:

Governor Inslee has mandated the COVID-19 Vaccine for all employees working in Washington's public K-12 schools as a condition of employment. All employees are required to be fully vaccinated by October 18th, 2021. Per the Governor's mandate, staff may be eligible for exemptions based on medical conditions or sincerely held religious belief.

- Associate's degree
- Five (5) years of experience in legal or government public records field
- Bachelor's degree preferred
- Experience working in a public agency or school district preferred
- Knowledge of Washington State laws and regulations preferred
- Previous work experience with a law firm or law office preferred
- Knowledge of the Washington Records Retention Schedule preferred
- Certified Public Records Officer experience preferred

General Job Requirements:

- Knowledge of District practices and procedures, and applicable federal and state rules and regulations..
- Knowledge of legal terminology; local, state and federal court rules and their application; court procedures legal forms and documents and their processing; and sources for checking legal citations.
- Knowledge of Family Educational Rights, Privacy Act, WA State Records Retention Law and WA Public Records Act.
- Skill in data collection; timely, accurate, and efficient recordkeeping; and report preparation.
- Work experience with senior management level administration preferred.
- Skill in effective communication, both oral and written.
- Ability to speak, read and follow written communications in English.

- Demonstrated aptitude and ability to use legal terminology; local, state and federal court rules and their application; legal forms and documents and their processing; sources for checking legal citations.
- Willingness to upgrade skills to meet changing job conditions.
- Ability to prioritize and manage multiple tasks on a daily basis, including confidential data and legal files. Organization and multitasking skills with minimal supervision.
- Ability to work effectively under pressure, meet multiple deadlines and maintain strict confidentiality.
- Ability to work independently, timely initiate appropriate projects, resolve problems and make decisions based on good judgement. Strong degree of initiative. Understands when to act independently and when to refer to higher authority.
- Ability to research/analyze data and make recommendations. \
- Demonstrated customer service and the ability to effectively interact with administrators, staff and other community members
- Proficient with Microsoft Suite. Ability to structure and format reports and graphs on a variety of software systems. Willingness and ability to reach a high level of proficiency with the District's current e-mail system.
- Knowledge of a variety of office procedures. Proficient in the use of office equipment such as personal computers, laptops, iPads, Chrome books, scanners, telephones, cell phones, document readers, smart boards, fax machines.
- Practice ethical and professional standards of conduct including the requirements of confidentiality.
- Interact positively with students, parents and staff in a professional manner and demonstrate a commitment for students and their success.

Essential Job Functions:

- Serve as the District's Public Records Officer and point of contact for public records requests.
 - Ensure and assist with compliance by the District with the Washington State Public Records Act.
 - Respond to requests for public records, ensuring that all state-mandated deadlines and requirements are met. Notify third parties when appropriate.
 - Redact exempt information as needed and draft redaction logs.
 - Maintain Withholding, Redaction and Exemption logs in compliance with Washington State law and other logs needed for the department.
 - Ensure the proper retention and safeguard from destruction of requested public records and coordinate the communication to staff to safeguard records when the records have been created.
 - Track and document time spent on each public records request and compile an annual report.
 - Compile and prepare the quarterly Public Records Report for submission to the Board
 - Keep and monitor a calendar of all the public records requests' deadlines.
 - Maintain and update the District's Public Records Website page and request portal.
 - Coordinate responding to public records requests with General Counsel, outside counsel or investigators as necessary.
- Serve as Executive Assistant to General Counsel
 - Draft, prepare and process a variety of forms, memorandums, resolutions, contracts, agreements, pleadings, including summons, interrogatories, request for production of documents, affidavits and settlement agreements, briefs, miscellaneous legal documents, letters and other documents.
 - Prepare and produce general correspondence and other written materials from a rough

draft, notes, verbal instructions and or email directions.

- Prepare correspondence and reports to governmental agencies such as the Human Rights Commission, Equal Employment Opportunity Commission, Office of Civil Rights, Department of Labor, Office of the Superintendent for Public Instruction, and Employment Security Department.
- Independently compose correspondence for General Counsel's signature.
- Gather and review information and coordinate and assist with responses to discovery requests, interrogatories and requests for production, subpoenas, request for information, drafts objections, and monitors and adheres to court ordered timelines.
- Monitor timelines for investigations to be completed and provide necessary documentation to the WSRMP, outside counsel and others at the direction of the General Counsel.
- Conduct investigations and write investigation reports at the direction of the General Counsel.
- Perform legal research. Check legal citations and references for correct format.
- Retrieve, store, edit and print documents as needed.
- Track and maintain a log of all arbitration agreements, settlements, memorandums and contracts. .
- Research, compile and prepare materials for meetings, trials, arbitration or hearings and schedules and attend interviews and take notes.
- Schedule pre-deposition/pre-hearing conferences /interviews with witnesses
- Assist with Discipline Appeals Council Hearing.
- Maintain current knowledge of Washington State Public Records Act and applicable laws/case law. Maintain current knowledge of the Family Educational Rights and Privacy Act (FERPA) and assist in gathering records responsive to FERPA requests.
- Establish, maintain and coordinate with the District's records retention including coordinating with departments to ensure the Washington State Record Retention Schedule is followed and is in compliance..
- Maintain Legal Affairs Department budget, expenditure records, and other related records as assigned.
- Assist with reviewing, tracking and updating policy, procedures and SOPs as necessary.
- Counsel citizens and staff regarding legal and District procedures or refer them to other staff or agencies as appropriate and provide follow as necessary.
- Serve as a liaison between the attorneys, other District staff, and the public, including conveying instructions given by the attorneys.
- Monitor collective bargaining plans and timelines, coordinate and assist bargaining team, draft proposals, track proposals, red line agreements, finalize collective bargaining agreements, schedule bargaining sessions and coordinate logistics.
- Attend bargaining sessions when requested for the purpose of taking notes..
- Research comparables and prepare reports.
- Prepare reports and bargaining documents for Board meetings.
- Provide backup and support for other staff as needed.
- Participates in staff and department meetings.
- Works collaboratively within the professional learning community of the school and district.
- Ability to learn new procedures quickly, flexibly and adaptably.
- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Ability to relate effectively with parents, staff, students, vendors and the public in a multicultural and multiracial community.
- Reports to work with regular and reliable attendance and punctuality.
- Upholds board policy, district and building policies and goals.

- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.

Working Conditions:

Good working conditions. Occasional exposure to weather. Moderate physical demand, occasionally required to lift and carry objects weighing up to twenty-five (25) pounds and push/pull with up to twenty-five (25) pounds of force. Must be able to walk up to 500 feet at a time and climb stairs as needed.

Alternatives to the above requirements and desirable qualifications may be made as the District finds appropriate and acceptable. It is understood that the District has a right to transfer and assign employees to best fit the needs of the District.

The District operates on a fiscal year from September 1st through August 31st. Those employees who do not work the full year are paid over a 12-month period. This means that during the school year the monthly pay warrants will be approximately 1/12 of the school year earnings, which allows the employee to receive a pay warrant during the summer months.

The Sumner-Bonney Lake School District will make “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause undue hardship for the employer.

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs contact the Director of Student Services.

The following employees are designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640 Compliance Officer Adrienne Chacón, Director of Human Resources, adrienne_chacon@sumnersd.org; ADA Coordinator, Diana Thomas, Director of Human Resources, diana_thomas@sumnersd.org; Section 504 Coordinator Karen Finigan, Executive Director of Special Services, karen_finigan@sumnersd.org; 1202 Wood Avenue, Sumner, WA 98390.

The Sumner-Bonney Lake School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Executive Director Special Services at 1202 Wood Avenue, Sumner WA 98390 or 253.891.6025.