

Job Description

Position Title: Administrative Coordinator, Legal

Job Family: Administrative Support

Job Type: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The Legal Administrative Coordinator is responsible for performing professional-level college-wide administrative support duties in support of the General Counsel and Vice Chancellor for Legal Affairs, Executive Leadership, and the Deputy General Counsel, frequently involving highly confidential or sensitive matters. The Legal Administrative Coordinator supports and participates in multiple committees, work groups, and task forces. The Legal Administrative Coordinator provides information and assistance to the college and the public. The Legal Administrative Coordinator generates reports, requisitions, purchase orders, and monitors invoices, including from outside legal counsel and auditors.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as point of contact and completes administrative duties for department executives and staff. Tracks and manages documents. Schedules meetings and screens and directs calls.
2. Completes tasks and projects requiring internal and external review, approvals, and signatures and ensures completion by deadline. Responds to internal and external inquiries.
3. Interacts with students, faculty, staff, and the general public to answer questions concerning processes and procedures or confidential issues or concerns.
4. Oversees, coordinates and monitors the financial activity for the Chancellor's departments. Tracks financial activity and departmental budgets; reviews financial transactions and other documents for accuracy and availability of funds; ensures compliance with laws and College regulations and policies. Prepares financial documents as requested. Responsible for developing and monitoring the budget for Board-related expenses.
5. Communicates with college business departments to gather necessary documents and information for public record requests, which may include obtaining student and employment records. Reviews records and redacts confidential information prior to disclosure. Monitors and tracks all public record requests.
6. Coordinates with college business departments to gather information and records needed for internal investigations, administrative claims, and litigation.
7. Coordinates with external counsel to obtain and exchange information and documentation related to legal matters (subpoenas and lawsuits) with confidentiality.
8. Manages travel logistics for attorneys and the Chancellor.

9. Assists in the development, revision, implementation and publication of the College-wide Governing Board Policies and Administrative Procedures, including management of the public comment process. Inputs and maintains the Governing Board Policies and Administrative Procedures on the College's website.
10. Provides backup support for Governing Board functions, such as preparation of meeting materials and processing of travel requests.
11. Updates and maintains the College's website for the Governing Board Meeting Calendar, Meeting Notices/Agendas & Documents, and College Organization (Administrators).
12. Assists with creating and updating files for the case management system used by the Office of Dispute Resolution and Legal Department (Ethics Point).
13. Manages records for the Legal Department: updating confidential files; organizing records per the unit record schedule, including archiving or destroying records as required.
14. Orders and maintains materials and supplies.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Associates Degree/Vocational or technical training in office management required.
- Bachelor's degree and/or advanced certification in administrative support or related area preferred.
- Three (3) to Three (5) years of related experience providing technology general office support required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's