

# IASB JOB DESCRIPTION

Current as of January 2023

FOR OFFICE USE ONLY

Reviewed: HR

## Job Description for Legal Assistant, Office of General Counsel: Vacant

### Organization

Founded in 1913, The Illinois Association of School Boards Vision is excellence in local schools governance supporting quality public education.

**Job Title and Classification:** Legal Assistant; full-time, N4

### Position Information

Department: Office of General Counsel (OGC)  
 Reports to: Assistant Director, Office of General Counsel  
 Office Location: Lombard

### Departmental Mission/Vision/Goals

The IASB Office of General Counsel's mission is to honestly, professionally and credibly protect and preserve the IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.

### Position Summary

This position provides a wide range of administrative and office support activities for the Office of General Counsel in the performance of its duties.

**FUNCTIONS OF THE JOB** include the following; essential functions appear in bold type:

- **Provides high-level administrative support**
- **Create and maintain current, organized, and accurate written procedures and electronic and paper files relating to job tasks, duties and areas of responsibility**
- **Ensure all phone calls, emails and other communications are handled in an efficient and courteous manner**
- Create and maintain accurate databases and spreadsheets in Access and Excel, as needed
- Participate in appropriate professional development offerings as needed
- **Participate in cross-training with other policy services support staff and Office of General Counsel administrative assistant(s) to provide back up**

- Attend periodic meetings both in and out of the office for continuous improvement and alignment of work throughout the department and the association
- **Practices reliable and consistent attendance and punctuality**
- **Attends the Joint Annual Conference in Chicago annually and perform duties as assigned**
- Attends occasional meetings outside the office that may require overnight travel
- Contribute to team effort and department mission/vision/goals work
- Performs other duties as assigned

#### Responsibilities for the Office of General Counsel (OGC)

- **Provides high-level administrative and paralegal support**
- **Assists in, high-level, direct support of General Counsel**
- **Conducts legal research independently; this includes using Westlaw to:**
  1. **Retrieve court decisions for the IASB website recent court and agency decisions, find news articles, and general Internet research related to legal current events**
  2. **Review and input Legal References and footnote citations in the IASB Policy Reference Manual (PRM) for PRESS Issues**
- **Schedules meeting dates, reserve conference rooms and/or any other meeting places for Office of General Counsel, Illinois Council of School Attorneys, or Policy Services for departmental meetings and video conferences, along with arranging for any meals and providing meeting materials electronically**
- **Monitors federal and state legislation and follows promulgation process for federal and state administrative rules**
- **Contacts state agencies for information and instructions**
- **Maintains school law pages on [www.iasb.com](http://www.iasb.com)**
- **Manages details for 9-12 legal panels for the Joint Annual Conference**
- **Collaborates with other IASB departments to coordinate statewide and online training**
- **Coordinates Extern and Pro Bono Law Clerk program, when directed by Assistant General Counsel**

#### Responsibilities for the Illinois Council of School Attorneys (ICSA)

- **Provides administrative and paralegal support**

- **Responds to questions from school attorneys about ICSA**
- **Maintains active membership, including independent judgement for and responsibility of coordination with the National Council of School Attorneys (COSA), maintenance of accurate records, and preparation and maintenance of ICSA directory**
- **Provides extensive support for all stages of the ICSA Annual Seminar requiring invention, imagination, originality in materials and website maintenance and creation**
- **Secures ICSA's status as an accredited Minimum Continuing Legal Education (MCLE) Provider under Illinois Supreme Court Rule 795 and the Commission on Professionalism; this includes advanced knowledge of Illinois Supreme Court Rule 795 and specialized, advanced intellectual instruction provided by MCLE from time to time as the Supreme Court's rules related to MCLE change**
- **Assists and supports all ICSA Committees, including the formatting of comments for submission to administrative agencies during rule promulgation**

#### Responsibilities for Policy Services (PS)

Back up to primary PS-OGC Legal Assistant.

- Manage the operations of the timeline for PRESS Issue editing and creation by ensuring that general business processes for OGC and PS are completed by Editors and Policy Directors for timely delivery of PRESS and PRESS Plus to subscribers.
- Exercises discretion and independent judgment with respect to matters of significance.
- Utilizing Microsoft Word processing and web-based word processing applications, proofreads, edits and performs legal research for PRESS, PRESS Online, and PRESS Plus
- Designs, creates, and contributes to forms and exhibits in the IASB Policy Reference Manual (PRM) as assigned by PRESS Editors requiring invention, imagination, originality in materials Maintenance of the IASB PRM base in Microsoft Word and Adobe PDF versions
- Prepares Microsoft Word documents for transfer to IASB's contractor (currently Microscribe) to upload into PRESS Online
- Executes Word processing and updates of Policy Customizations and Administrative Procedures Manuals, as directed by Asst. Director, Office of General Counsel and/or General Counsel
- Assists with creation and maintenance of Policy Services shared files, a list of current tasks, duties and responsibilities as assigned by Asst. Director, Office of General Counsel
- Creates and maintains templates for new documents, memos, and online instructions

- Coordinates processes with IASB contractor (currently Microscribe), including updates and changes
- Creates, provides, and edits requested reports
- Creates job tickets and coordinates with print shop and IASB contractor (currently Microscribe)
- Manages the creation and maintenance of written procedures for PRESS Issues and electronic and paper files
- Updates and stocks office supplies for Lombard office and third floor space, as necessary

### **EDUCATION and EXPERIENCE REQUIREMENTS**

- Bachelor's Degree and/or paralegal certification preferred
- Demonstrable high-level experience with Microsoft Word and Web-based word processing applications and Excel
- Experience assisting lawyers and/or lobbyists, and performing legal research
- Strong customer service background
- Strong Internet research skills

### **REQUIRED COMPETENCIES**

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.

1. Ability to use discretion and maintain strict confidentiality
2. Ability to manage multiple, often competing, projects without direct supervision
3. Strong interpersonal skills necessary to successfully work with numerous and varied individuals and groups including IASB members, attorneys, and other staff
4. Strong communication skills, including excellent grammar - verbal and written
5. Attention to detail, high degree of accuracy and excellent proof-reading skills
6. Professional demeanor
7. Ability to consistently exercise discretion and independent judgment, be self-directed, detail-oriented, master a high degree of accuracy, and have excellent proofreading skills
8. Computer skills and in-depth knowledge of relevant software:
  - a. Microsoft Office Specialist (MOS) Expert; MOS Master preferred

- with an emphasis on Microsoft Word and Excel.
- b. For Microsoft Word processing, demonstration of the following skills is required:
    - i. Understanding of Auto Text and macros in Microsoft Word documents to save time on repetitive tasks; understanding of Auto Text and macros preferred.
    - ii. Ability to review documents for accuracy and consistency in formatting, pagination, link management, and page references.
    - iii. Advanced level of proficiency preferred using Microsoft Word to produce complex legal and policy documents, that must include:
      - a. Work with advanced styles, formatting, columns, tables, alignment, footers, headers, and other page layout features.
      - b. Work with documents that require tables of contents, footnotes, endnotes, and cross references.
      - c. Manage and track document changes with multiple users using highlights and comments.
      - d. Knowledge of Visual Basic Editor
  - c. For Excel, the following skills are required:
    - i. Filters and Data manipulation
    - ii. Flash Fill
    - iii. Conditional Formatting
    - iv. Advanced Charting
    - v. Macros/VBA
    - vi. Sparklines
    - vii. PivotTables
  - d. For web-based applications, the following skills are preferred:
    - i. NetForum;
    - ii. Higher Logic;
    - iii. Zoom Enterprise;
    - iv. Kentico CMS;
    - v. Sage Intaact;
    - vi. Westlaw for legal research; and
    - vii. records retrieval
9. Advanced knowledge of Adobe Acrobat Pro
10. Strong time-management skills and ability adapt to constantly changing circumstances
11. Enthusiasm for learning new skills
12. Knowledge of and ability to use office equipment including, postal, scanning, copying, and printing

**SPECIAL CONDITIONS OF EMPLOYMENT:****Physical Demands**

As necessary to perform the functions of the job, sedentary to light work (this position requires the employee to be able to lift, move and safely handle boxes and materials up to 25 pounds); to see (visual acuity including color, depth perception, and field vision for reviewing hard copy documents, viewing a computer terminal, extensive reading, visual inspection involving small defects); hearing (perceiving the nature of sounds at normal speaking levels with or without correction and ability to receive detailed information through oral communication, and to make the discriminations in sound); speaking (expressing or exchanging ideas by means of the spoken word, which include conveying detailed or important spoken instructions to other workers and/or members accurately, loudly, or quickly); fingering (picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling); repetitive motion (substantial movements (motions) of the wrists, hands, and/or fingers).

**Conduct Standards**

The highest of moral and ethical standards are demanded in accordance with the IASB Staff Standards and Staff Core Values. Employee conduct standards and other aspects of employment are addressed in the IASB Employment Handbook.

**DISCLAIMER**

This job description may be changed at any time and is not a contract with the individual employee(s). IASB retains its right to change this job description and assign or reassign duties and responsibilities to this job at any time.