

**OFFICE OF HUMAN RESOURCES
RECRUITING & STAFFING DEPARTMENT**

Position:	Administrative Assistant Support Non-Exempt Salary Schedule – Level 8
Posting Date:	January 21, 2010
Close Date:	Open – until filled
Posting Notice No:	1
Location:	Law Department – Administration Building
City Residency Required:	Yes
Certifications Required:	No

Position Summary:
The Administrative Assistant will manage the Law Department and provide general legal support services to the Solicitor and Board of Education, manage Board Policy Manual. This position will also serve as support to the Board Executive Assistant and provide full-time replacement in the Board Office in the absence of the Board Executive Assistant.

Qualifications:
Paralegal Certificate/Degree or Associates Degree. Bachelor Degree in related field with prior experience as a Legal Assistant or Paralegal is strongly preferred. Prior experience in supporting multiple staff and the ability to balance workload and priorities is required. Demonstrated experience with dual reporting relationships, outstanding interpersonal skills and interfacing with the public and the ability to multi task and complete work quickly and efficiently is required. Requires advanced knowledge of Microsoft Word, Excel, and PowerPoint. Must be willing to sign a confidentiality agreement.

Essential Job Functions

1. Supervise Law Department Support Staff
2. Perform all complaint and legal inquiry intake and direct matters to appropriate Attorneys or prepare responses and obtain approval from appropriate Attorney
3. Conduct legal research and review of District files, including Board Minutes and property files
4. Draft contracts and leases; review all contracts for form and conformity with Board authorizations; review all Letters of Intent
5. Review Accident Reports and reports of damaged/loss property; conduct investigations, as necessary, and determine potential liability
6. Process and present all necessary documents for approval by the Solicitor
7. Prepare and update litigation status reports on a regular basis
8. Prepare petitions for and schedule appointment of School Police Officers
9. Prepare Tax Resolutions annually in December
10. Prepare releases and settlement documents

11. Prepare collection letters addressed to employees and other members of the general public who owe the School District money
12. Prepare civil complaints filed with Magistrates for individuals who do not respond to collection letters
13. Review Board Minutes and update Policy Manual, based on Board actions
14. Make all necessary changes to Board Policies, update Online Manual, and circulate updated Policies
15. Communicate all delegations of responsibilities set forth in Board Policies to responsible parties
16. Respond to all requests for Board Policy and/or supporting Board Minutes
17. Prepare Board Tabs for required legal updates to Board Policy Manual
18. Spend 10-15 hours per week, as needed, working in the Board of Directors Office
19. Complete knowledge of all administrative functions of the Board Office to serve as a full-time replacement in the absence of the Board Executive Assistant
20. Attend Agenda Review Meetings in the absence of the Board Executive Assistant
21. Attend Legislative Sessions and record Board votes in the absence of the Board Executive Assistant

This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Salary range:	Level 8 – Support Non-Exempt Salary Schedule
FLSA Status	Non-Exempt
Calendar Year:	12 Months
Other Information:	
Interested applicants have until the posting close date to apply online using the appropriate link below and must attach their resume for further consideration. Applicants without a resume will not be considered for the position.	
Apply Online (Internal):	https://apply.pps.k12.pa.us/internal
Apply Online (External):	https://apply.pps.k12.pa.us/external
CERTAIN TRANSFERS AND PROMOTIONS, PURSUANT TO STATE LEGISLATION, MAY REQUIRE AN EMPLOYEE TO OBTAIN AN ACT 151 CLEARANCE AT A COST OF \$10, PAYABLE BY THE EMPLOYEE. NEGATIVE REPORTS WILL BE REVIEWED ON A CASE BY CASE BASIS AND APPROPRIATE ACTION WILL BE TAKEN.	
The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516	