



LEGAL SERVICES ANALYST

Position Summary

Under general supervision, provides a variety of responsible and complex support for the District's Office of General Counsel, which provides legal, policy and related services to the district Superintendent, Board of Directors and designated staff. This position is also responsible for the district's public records function and coordinates the district's complaint procedures.

Employees apply legal and other highly technical knowledge, analytical and organizational skill and judgment in gathering, protecting, managing and releasing information and documents; researching a wide variety of K-12 policy, legal and compliance issues; drafting legal and policy-related documents and contracts; and providing complex professional-level support to all activities of the Office of General Counsel.

Supervisory Relationship

This position reports to the District's General Counsel.

Essential Functions

1. Manage Public Records Office. Analyze, process and manage public records requests, ensuring district compliance with the Public Records Act. Research law concerning public records; analyze and identify potentially applicable exemptions, exercising independent judgment and discretion in their application. Communicate verbally and in writing with members of the public seeking public records. Coordinate response to requests district-wide. Develop procedures relating to public records. Maintain confidentiality and exercise independent, objective decision-making on wide variety of requests, including at times high profile, sensitive and/or complex requests. Develop web content and public response procedures consistent with district goals, values and law and district policy.
2. Work with legal counsel to respond to discovery requests and subpoenas in litigation and administrative proceedings; monitor, calendar, and adhere to case-specific time-lines; facilitate investigation needs; engage in fact-finding.
3. Gather and review information in response to tort claims and sensitive records requests; protect district interests in disclosure of confidential records and information; apply technical expertise regarding disclosure of student records; provide training to District personnel regarding release of student records; under supervision of General Counsel, ensure compliance with subpoenas from variety of courts and agencies.
4. Provide legal and policy support to the Office of General Counsel. Conduct research on wide variety of legal, policy and risk issues to support legal compliance and district programs. Assist in drafting and maintaining policy, rules and related documents. Identify needed changes and potential solutions; gather information about anticipated impacts; make recommendations. Develop communication materials related to policy implementation.
5. Draft or edit technically complex documents. Draft wide variety of internal and external communications.

6. Manage formal complaint procedures process, including intake and review of formal complaints, correspondence with complainant, and coordination with legal counsel and Superintendent's office. Apply technical knowledge of policy and procedures to varying fact patterns. Review responses for sufficiency and compliance with policy and standards. Draft or edit complex and sensitive responses for counsel review.
7. Respond to inquiries from the public, 4J staff, and other agencies for the purpose of answering questions and meeting the needs of the requestor or making an appropriate referral. Exercise high level of independent judgment and discretion in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
8. Consult with General Counsel throughout legal processes and to determine clarification of legal issues.
9. Serve as a confidential employee with regard to all matters of business within the Office of General Counsel, which formulates and effectuates district policies in the area of collective bargaining. Perform administrative assistant work in scheduling meetings, drafting correspondence, anticipating needs of counsel, and prioritizing work.
10. Develop and maintain record management systems for a variety of documents and records of action; develop and maintain effective information tracking systems; maintain files and records.
11. Perform related duties as assigned by District's General Counsel.

Required Knowledge, Skills and Abilities

- Knowledge of:
 - State and federal laws applicable to K-12 public education
 - Oregon Public Records law, student records law and records information systems
 - School district organization and organizational relationships
 - Fact finding, legal documents and report writing techniques
 - Discovery procedures
 - Legal terminology, principles, concepts, systems, processes, procedures, deadlines and ethics
 - Record-keeping and management
- Skills:
 - High degree of analytical and problem-solving skills
 - Highly developed research skills
 - Excellent oral and written communication
 - Use and operation of personal computer, word processing, spreadsheets, and other office technologies and software
 - Communicate with discretion, tact, patience and courtesy
 - Attention to detail
- Ability to:
 - Clearly express complex and technical concepts verbally and in writing to diverse audiences
 - Interpret, apply and explain policies and procedures
 - Manage public records program for large public agency

- Analyze varying situations accurately and completely and recommend an effective course of action
- Draft and edit documents of a complex, technical nature
- Review and investigate factual matters and claims
- Work independently and as part of a team
- Work on multiple projects simultaneously
- Develop, learn and implement board policies and administrative regulations and assist others in doing so
- Analyze processes and problems, identify opportunities for improvement and follow through on changes
- Prepare and present complex data in written reports and documents
- Operate a variety of office machines, technologies and software
- Maintain regular and reliable attendance

Minimum Qualifications

- Bachelor’s degree in legal studies, public policy or related field. Juris Doctor preferred.

Experience

- Four years of professional, progressively responsible experience in a position with similar duties. Experience in an educational, public agency, or legal setting preferred.
- Any equivalent combination of education and experience that provides the required knowledge, skills and abilities to perform the duties in the job description may be considered as qualifying by Human Resources.

Other Qualifications:

This position requires the use of a personal automobile and possession of a valid driver’s license.

ADDITIONAL INFORMATION	
Employee Unit	Professional - Confidential
Pay Grade	MAPS - Grade 4
Approved by	Karen Hardin, Director of Human Resources
Last revised	March 6, 2020