



REVISED: Submitted:  
04/26/2023 04/25/2023

JOB TITLE:	COORDINATOR LEGAL RECORDS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8133
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for intake, analysis, and fulfillment of all open records requests, gathers, evaluates, and redacts records for those requests, issues video preservation and litigation hold requests to JCPS departments, and assists with legal document and agreements review and tracking.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for intake and fulfillment of all open records requests to JCPS and communicates with requestors, as needed, to interpret and/or clarify requests

At the direction of Assistant General Counsel, reviews and performs searches of electronic documents and information to collect files and associated metadata, filters collected information, and redacts for production

Applies knowledge of state and federal laws as well as legal privilege to appropriately evaluate and redact records prior to production

Monitors and meets all Open Records and litigation production deadlines

Maintains General Counsel's electronic and hard copy contracts and agreements files

Completes initial intake and assessment of documentation packages routed for legal review to ensure all necessary documentation and information is included and documents are routed for the appropriate level of approval

Conducts initial proof-reading review of documents submitted for legal review

Revises legal documents as requested and directed by Assistant General Counsel, and communicates and coordinates with appropriate departments regarding necessary revisions

Assists with compiling, redacting, and preparing, and organizing exhibits for administrative hearings

Responds to inquiries from staff throughout the District regarding the contracting and routing processes

Maintains confidentiality and works with attorney client privileged materials

Coordinates with appropriate departments within JCPS in order to identify and assemble records responsive to requests under the Open Records Act

Coordinates with internal Departments and external entities, including attorneys, insurance representatives, and state agencies, to identify necessary information and assist with litigation discovery, insurance claim documentation, and litigation preservation holds

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree
Effective communication skills

DESIRABLE QUALIFICATIONS
Completion of an ABA approved paralegal studies program
Kentucky paralegal license in good standing with the Kentucky Paralegal Association
Previous experience fulfilling open records requests
Experience in diverse workplace