



PORTLAND PUBLIC SCHOOLS

*Human Resources*

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## **LEGAL COORDINATOR**

### **BASIC FUNCTION**

Acts under the direct supervision of the Special Education Counsel and Public Records Officer. Position

Review records to determine responsiveness to public records requests and identify incidental issues that need to be researched prior to final review and redaction.

As directed, review and analyze responsive records to identify and redact confidential information.

Prepare public records for release, including finalizing redactions, uploading to cloud storage as appropriate, and releasing to requestors.

Maintain electronic records systems including local, network and cloud storage, a shared database, and a shared email account. Compile and log basic data about requests.

Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

Experience: Five (5) or more years of experience providing administrative support in a confidential environment which demonstrates oral and written communication skills, detail accuracy and focus, ability to prioritize work in a fast-paced work environment, and interact with clients in high stress environments to manager or diffuse situations. Experience working in a legal environment, educational environment, interacting with the public and with handling individuals in crisis are preferred.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

*Special Requirements:*

