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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

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In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**SECRETARY TO THE IN-HOUSE ATTORNEY  
ATTORNEY OFFICE**

**\*\*RE-POSTED 1/18/12\*\***

*(Previous applicants do not need to submit another letter of intent and résumé. You will continue to be considered along with any new applicants.)*

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)
- Associate's Degree or equivalent from two year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education/experience a plus
- Possess suitable experience within legal administration with knowledge of Microsoft software applications, together with the ability to demonstrate superior customer service and interpersonal skills

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Provides secretarial support to In-House Attorney including typing, filing documents and high-quality correspondence
- Routinely contacts Executive Staff, Superintendent's Cabinet, other school District personnel and other attorneys as requested by supervisor
- Reviews mail and makes necessary distribution
- Compiles reports using various software applications through Microsoft Office
- Responsible for accurate record retention and legal filing
- Maintains accurate and confidential In-House Attorney files
- Assists In-House Attorney with correspondence
- Completes assigned tasks and special projects in a timely manner under direct supervision related to legal compliance
- Coordinates scheduling to ensure deadlines are met
- Prepares and reviews materials of highly sensitive nature requiring the highest level of judgment and discretion at all times
- Interacts and communicates professionally with top-level executives
- Maintains confidentiality
- Prepares grievance packets and materials, as necessary
- Performs other duties as may be assigned

**TERMS OF EMPLOYMENT:**

**HOURLY: \$13.74-\$16.76 PAY GRADE: C6 WORK DAYS: 230**

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to [employment@neisd.net](mailto:employment@neisd.net). Those who are not district employees must complete an online application at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER