



We are pleased to announce that we are seeking qualified applicants for the position of

LEGAL SERVICES ATTORNEY I

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Legal Services Attorney I**
40 hrs/week, Mon-Fri, 250 days per year (pro-rated for remainder of 2021-22 fiscal year)

LOCATION: **High Desert Regional Education Center, Redmond**

START DATE: **January 2022**

SALARY RANGE: **\$65,000 - \$80,000 - Depending on experience**
Benefits include family insurance package, sick leave, 20 days of paid vacation, nine paid holidays, and PERS retirement

QUALIFICATIONS: **DEFINITION**

The Legal Services Attorney I supports other attorneys in the office in providing a variety of legal services to school districts in Central and Eastern Oregon in the areas of employment relations and general school law. The Legal Services Attorney I also will assist in representing and advising board members, administrators and staff in collective bargaining, labor contract administration, employee relations, student and employee discipline, civil rights, public contracting, public records and public meetings, risk management and liability matters and other general legal concerns affecting school districts. Additional services may be provided at the request of component districts in the field of special education law.

QUALIFICATIONS

A law degree and admission to the Oregon State Bar. Successful experience in the specialized fields of public sector labor and employment law and school law is preferred. Experience with public sector collective bargaining, labor contract administration, litigation and personnel management is preferred. Must have access to reliable transportation and consistent attendance is required. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

See attached job description for additional information and responsibilities.

APPLICATION PERIOD: **Closes 5:00pm, Monday, November 29, 2021**

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Greg Colvin, 541.693.5605 or greg.colvin@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website www.hdesd.org) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 11/12/21
_____ DIRECTOR OF HUMAN RESOURCES

LEGAL SERVICES ATTORNEY I

Definition

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Classification Administrative

Reports To

The Legal Services Attorney I reports directly to the HDESD Legal Services Lead Attorney. The attorneys who work in the HDESD Legal Services Program ultimately serve the interests of their clients who are the school boards in each of the districts served by the program.

Performance Responsibilities

1. Support other attorneys in providing legal counsel to school boards, superintendents, administrators and other employees acting as agents of the District and conducting research and providing legal memorandum on various legal issues.
2. Assist in serving as negotiator and advisor in collective bargaining.
3. Assist in advising and representing districts in labor contract management, mediation, grievances, arbitration, unfair labor practice cases, civil rights complaints and other personnel related administrative proceedings.
4. Assist in providing legal advice on various areas of school law and other legal areas including contracts, public contracting and procurement, record management, domestic relations, student rights and civil rights, and board operations.
5. Assist in conducting employment workshops and inservice training.
6. Assist in conducting complaint investigations.
7. Advise on policy development and compliance with related legal requirements.
8. Irregular working hours are common.
9. Respect and maintain confidential information in all situations.
10. Fulfill other related duties/functions as assigned or directed.

Terms of Employment

Salary and work schedule is set by the Lead Attorney; benefits and vacation are established by policy.

Evaluation

The Staff Attorney is evaluated by the Legal Services Lead Attorney.