

Job Description



Job Title: LEGAL SPECIALIST

FLSA Status: EXEMPT

Salary Schedule/Days: TECH SERVICES/240 DAYS

Location/Department: COMMUNICATIONS

Retirement Plan: TRS

POSITION SUMMARY

Provide legal and compliance support for Forsyth County Schools by conducting legal research, preparing and reviewing documents, coordinating records requests, and ensuring adherence to district policies, state statutes, and federal regulations.

QUALIFICATIONS

Education, Experience, and Other Requirements:

- Associate's degree required; Bachelor's degree preferred.
- Two (2) to five (5) years of prior legal assistant experience, paralegal experience, compliance training or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities highly preferred.
- Possess, or be willing to obtain within one (1) year of hire, relevant training in the Georgia Open Records Act, such as completion of the Georgia Records Association's Records Management Professional (GRMP) Certificate program, or an equivalent course.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Participate in the daily operations of the central office.
- Develop, maintain, and analyze tracking systems for compliance matters; prepare and present reports on trends and issues.
- Collaborate cross-divisionally with administrators to keep organizational leaders up-to-date on internal matters and advance proactive resolution of legal and policy-based complaints.
- Perform legal assistant duties, providing matter management information to the Office of the Superintendent, relevant leads of divisions and departments, school administrators, and school board attorneys.
- Assist with inquiries from school staff, administrators, principals, and district employees.
- Survey legal research and cases relevant to school law, K-12 education, and applicable federal and state statutes, regulations, policies, and procedures.
- Complete records request processes including, but not limited to, Open Records, non-party/third-party authorizations, agencies, and subpoenas. Serve as an Open Records Officer. Review applicable federal and state laws and assure they are followed for records production, including the Open Records Act, Family Educational Rights and Privacy Act, Civil Practice Act, and other student and/or employee records privacy laws.
- Receive, review, compose, prepare and/or submit various reports including budget reports, memos, and correspondence.
- Perform various administrative tasks as required, including entering data in the computer, copying documents, collating documents, using technology, maintaining electronic and hardcopy files, taking meeting minutes, answering the telephone, and screening callers, etc.
- Perform other duties as assigned.

Reviewed By: MICHELE DUGAN (APPROVED)

Date: 8/13/2025

Approved By: DERRICK HERSHEY

Date: 8/13/2025

Revision Date(s): 8/13/2025,