

Board Clerk / Legal Assistant

Academica West is accepting applications for a full-time Board Clerk / Legal Compliance Assistant.

Position will be full-time. Salary is commensurate with experience and qualifications, and includes a competitive benefits package. This position will require some work in the evenings (three to five evenings per month) and will require local travel to and from meeting locations.

Academica West is located in Kaysville and is the largest provider of comprehensive management services for public charter schools in Utah. This position will work directly with charter school governing board members, school administrators and our full staff in areas of general governing board operations and data reporting. Duties include, but are not limited to, documenting and managing the official records of public charter school governing boards; tracking and monitoring governing board actions and decisions; preparing for, attending and recording board meetings; data review and reporting; and other duties as assigned.

Qualifications:

- Excellent writing skills
- Professional, dependable, and capable of multi-tasking
- Proficiency with Microsoft Office Suite and database systems
- Ability to interpret and organize raw data for school reporting compliance
- Capacity to review data for accuracy and problem solve data discrepancies
- Detail-oriented, organized, and systematic
- Ability to learn existing procedures and organizational systems
- Following initial training, ability to work independently and with little supervision
- Capable of working in a fast-paced team environment

Education & Experience:

- Bachelor's Degree or equivalency
- Experience as a paralegal, legal assistant, board clerk or similar experience is preferred, but not required
- Any combination of experience and training which provides the knowledge and ability to perform the duties of a Board Clerk / Legal Compliance Assistant will be considered

Interested and qualified candidates should email a resume to: careers@academicawest.com.

Academica West is an Equal Opportunity Employer.