



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

**A Member of Legal Secretaries, Incorporated
("LSI®")**

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

MCLE Coordinator

Duties include:

- Attend all monthly general meetings and quarterly educational workshops and seminars.
- Prepare and provide continuing education certificates and evaluation forms at all monthly meetings and educational workshops and seminars.
- Transmit on a regular basis all required evaluation reports to the Continuing Education Chairman of LSI.
- Reports to CEC Coordinator
- Respond to quarterly directives from LSI counterpart.

Time commitment: Moderate to heavy.