POSITION TITLE: Legal Executive Assistant

FLSA CODE: Exempt

EEO CLASSIFICATION: First/Mid-Level Officials and Managers

JOB OBJECTIVES/PURPOSE STATEMENT

This position provides administrative and paralegal support to the General Counsel. It is a confidential position, requiring varied and complex skills in the administration of the General Counsel operations.

ESSENTIAL FUNCTIONS

- Assist in the organization, implementation, and administration of the OEA General Counsel’s operations.
- Anticipate the needs of the General Counsel with respect to reports, the preparation of correspondence and meeting materials. Provide routine support services for the General Counsel including arranging meetings, travel, and maintaining calendar; answers and screens the General Counsel’s telephone calls and emails, as required by the General Counsel.
- Design and organize physical and electronic record keeping systems and ensure maintenance of legal opinion files, subject files, confidential office documents, legal correspondence, and publications; ensure adequate and proper documentation of functions, policies, decisions, procedures, and/or essential transactions; update, copy, and purge files and records. Design and manage records retention, including information storage and retrieval.
- Evaluate periodically the computer system used by the General Counsel’s office including software databases to determine whether changes in these systems are merited to increase efficiency and effectiveness and to achieve cost savings.
- Independently draft, develop and maintain correspondence, reports, minutes, policies, and other documents for internal and external purposes using software packages, including but not limited to, case management software, Microsoft Excel, PowerPoint and Word. Research legal issues and prepare legal and labor relations documents, memoranda, affidavits, pleadings, and any other documents.
- Coordinate activities, grievance and disciplinary meetings, hearings and conferences related to the administration of labor agreements with OEA staff unions; prepare and maintain confidential grievance files and records for management; complete research related to the files; act as a liaison between department managers and union representatives.
- Access confidential information concerning all legal matters handled by the General Counsel, including but not limited to collective bargaining negotiations; assist in investigating and gathering information regarding labor relations matters; provide labor relations assistance during contract negotiations. Protect the integrity of materials and communications that are confidential.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks in the legal/paralegal field; and participating in professional associations.
- Identify situations which require the attention of the appropriate manager, assemble the necessary material and other information, identify those who need to be involved in the related discussions, arrange the necessary meetings, and ensure the situation is appropriately concluded.
• Perform extensive executive assistant and complex clerical duties without supervision; manage special projects and assignments.
• Exercise independent judgment and discretion in a confidential capacity with regard to policies and their implementation, as well as providing confidential assistance and recommendations to higher level persons who review and approve employee's formulation, determination, and recommendation of management policies in the field of labor relations.
• Timely process for approval of bills, vouchers, and the General Counsel's expense reports; analyze expenditures, financial statements, and reports; audit, investigate and resolve discrepancies; and assist in the preparation of an annual budget and in monitoring expenses and budgetary constraints on a regular basis.
• Contribute to team effort by accomplishing related results.
• Acts as a lead worker to assigned personnel.
• Perform other duties as assigned by the Executive Director or General Counsel.

QUALIFICATIONS

Education, Experience and Training:

• Must possess bachelor's degree.
• Five (5) or more years work experience as an executive legal assistant or office manager in a law firm or for a General Counsel's office.
• Completion of specialized coursework in legal assisting; Paralegal certification preferred.
• Experience working in a union environment preferred.

Required Knowledge, Skills, Ability:

• Skill mastery in office management practices and ability to perform complex administrative support functions.
• High level of skills utilizing office software applications to create documents, spreadsheets, databases and presentations; manage projects, e-mail, calendaring, tasks and information.
• Outstanding administrative and organization skills with demonstrated ability to multitask and recognize established priorities. Evidence of a commitment to excellence in all areas.
• Demonstrated excellent communication skills, both oral and written communication.
• Strong project management skills and ability to concurrently prioritize and oversee complex and sensitive projects; and,
• Skill and ability to prepare concise and accurate written communications; prepare legal documents and complete work assignments; set up and maintain database files; utilize time management techniques to organize and prioritize work; exercise analytical and independent judgment.
• Ability to keep and/or to supervise the keeping of complex records; assemble and organize data of complex nature and to prepare and submit required reports from such records.
• Exercise considerable discretion and independent judgment and take initiative while handling administrative tasks.
• Apply effective team building skills, sensitivity, and commitment to a diverse and unionized workplace.
• Manage staff and maintain positive, collaborative effective working relationships.
• Manage project budgets and monitor expenditures on a regular basis.
• Commitment to union principles and values and ability to work in a unionized environment.
• Ability to work flexible hours and/or extended hours.

AUTHORITY AND RELATIONSHIPS

Reports to the General Counsel. Assists in the supervision of management staff of the Legal department and the daily operations of staff and others as required.
OTHER INFORMATION
Salary is commensurate with experience. Fringe benefits include paid vacation, sick leave, health insurance, paid holidays, and retirement plans, including 401(k). This position is exempt from the bargaining unit.

For consideration, please submit a letter of interest and resume to OEA Human Resources, hr@ohea.org by the close of business September 3, 2021.

The OEA is an Equal Opportunity/Affirmative Action Employer.