

METROPOLITAN

UTILITIES DISTRICT

SPA EXTERNAL POSITION POSTING

DATES POSTED: 02/24-03/10/2023

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| Job Title: | Executive Assistant - Law | Salary Range: | \$64,829 - \$80,519 |
| Division: | Law Department | Grade: | SPA - 1 |
| Schedule: | Full-Time | Shift: | M-F; 1st Shift |
| Reports To: | Senior Vice President - General Counsel | Job Code: | 11437 |

General Position Responsibilities:

Under general supervision, this position provides administrative support to the Senior Vice President - General Counsel, staff Attorneys, Senior Claims Investigator and Claims Adjuster. Responsibilities for this position includes but is not limited to; drafting legal and claim documents and correspondence; scheduling meetings and making associated necessary arrangements; summarizing depositions, interrogatories, and testimony; managing and organizing legal and claim files including the claims' database; updating and managing the Law Department budget and interacting with customers and colleagues on the telephone.

Minimum Requirements:

1. Associates Degree in Legal Studies, Business, or related field of study. Candidates with a minimum three (3) years of experience in a related field may be considered.
2. Paralegal certificate and previous paralegal experience including assisting with trial work, discovery responses, preparing briefs, transactional documents and court pleadings is preferred.
3. Machine skill speed of 50 words per minute; those with a high degree of accuracy may be given preference.
4. Experience working in and observing a confidential environment and maintaining strict confidentiality.
5. Experience producing professional letters, spreadsheets, and other types of documents with general direction.
6. Demonstrated strong attention for detail, high degree of accuracy and have excellent proofreading skills.
7. Experience working with general accounting principles to ensure accurate and appropriate accounting on all matters
8. Experience assisting with departmental budget preparations.
9. Past customer service experience is preferred.
10. Experience working within a fast-paced environment, taking direction from multiple sources and ever-changing priorities, while meeting deadlines.
11. Excellent written and oral communication skills in order to assist internal and external customers, co-workers and management professionally, regardless of provocation.
12. Proficient with personal computers, tablets, and/or other electronic devices to include, but not limited to, familiarity with Microsoft Office Suite (Excel, Outlook, Power Point and Word) and enterprise wide and department specific software (e.g., SAP). Excellent Excel skills is preferred.

13. Ability to learn new or upgraded computer software as required.
14. Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, office lighting and noise.
15. This job is eligible for a hybrid in-office work from home flexible work arrangement.
16. Have and maintain a valid driver's license.

Specific Responsibilities:

1. Draft and type correspondence, agreements, easements, legal briefs, court pleadings, resolutions and memos, and petitions to support attorneys and Claims staff.
2. Draft and type correspondence, agreements, settlements, and resolutions for claim files. This may include other support activities for the Claims Staff.
3. Maintain all legal files, electronic databases and develop "form" files accessible by the attorneys.
4. Make electronic filings of documents in State and Federal courts and agencies.
5. Maintain the law library by ensuring updated materials/periodicals are correctly filed and outdated materials are appropriately discarded or cataloged.
6. Maintain all Claims' files, Claims' databases, associated spreadsheets and/or electronic files.
7. Prepare Law Department budget and prepare bills/invoices for approval.
8. Coordinate meetings: ensure required technology is available and operational, provide agendas and meeting summaries as directed.
9. Make business travel arrangements for department personnel as requested.
10. Assist with document management and trial preparation.
11. Positively interact with and assist the public and other employees.
12. Provide back-up support as needed for other internal departments as requested.
13. Answer phones for Law Department and Claims' Department personnel and direct calls to appropriate personnel.
14. Understand and comply with all pertinent District policies and procedures.
15. Fulfill responsibilities common to all Supervisory, Professional, and Administrative position as stated.
16. Perform a variety of other duties as assigned.

***Please ensure the application is filled out thoroughly to be considered for this position**

An Equal Opportunity Employer "Minority/Female/Disabled/Veteran/Gender Identity/Sexual Orientation"