

POSITION TITLE: Legal Assistant

DEPARTMENT: Legal

STATUS: Non-Exempt

SALARY: \$24.24/hour

POSITION SUMMARY:

As an integral employee of the legal department, the Legal Assistant provides clerical and administrative support to the General Counsel for all legal-related matters. The position requires a high level of confidentiality and discretion.

ESSENTIAL FUNCTIONS:

1. Oversees the administrative functions of summary process cases, including preparing complaints, managing court lists, e-filing, and reconciling the court bank account.
2. Manages the functions of the illegal trash disposal program, including maintaining the database, issuing notices, following up on cases, and communicating with WHA staff.
3. Assists with preparation of cases, including drafting discovery, preparing exhibits, drafting notices, and scheduling.
4. Responds to third party requests for information.
5. Organizes and maintains the department filing system, both electronic and paper.
6. Reconciles, processes, and submits invoices for payment from department vendors.
7. Manages processing of tort claims, including working with outside counsel and insurance companies.
8. Handles all requests for tenant and applicant file reviews, including accessing and reviewing files, scheduling, and maintaining review log.
9. Prepares, issues, and maintains no trespass notices, including correspondence with WHA staff and WPD.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS DESIRED:

1. Two year college degree required; four (4) year degree preferred.
2. Minimum of two (2) years' experience as a legal assistant or similar environment.
3. Proficiency using Microsoft Office software, including Excel, Word, and Outlook and creating and maintaining databases and spreadsheets.
4. Excellent customer service and interpersonal communication skills.
5. Self-starter with strong organizational skills and ability to work independently.
6. Exceptional attention to detail.
7. Ability to multi-task effectively, manage time, set priorities, and meet deadlines.
8. High level of integrity - ability to maintain confidential information.
9. Bilingual speakers (Spanish/English) strongly preferred.
10. Dependable; ability to be relied upon to be available for work.