**NON-BARGAINING UNIT JOB POSTING**

**POST:** Internal/External  
**DIVISION:** Chief Executive Office  
**DEPARTMENT:** Legal Services  
**MAX. # OF OPENINGS:** 1  
**CLASSIFICATION:** Legal Analyst  
**MARKET RATE:** HR & LEGAL, GRADES 3-4

### GENERAL SUMMARY OF DUTIES:
This position reports directly to the General Counsel and is responsible for clerical and legal functions as assigned including, but not limited to, a combination of recordkeeping, data entry, report generation, office machine operation, filing, supply ordering, visitor and meeting room coordination.

### ESSENTIAL FUNCTIONS:
- Answers telephone, gives information to callers, takes messages, or transfers calls to appropriate individuals
- Receives and circulates mail for General Counsel and Freedom of Information Act Coordinator
- Answers and drafts correspondences on behalf of General Counsel
- Maintains calendar, coordinates conferences and meetings and schedules appointments
- Compiles and maintains lists, records, meeting minutes, and statistical reports
- Orders and distributes supplies
- Operates office equipment such as PC, photocopier, and scanner
- Proofreads records, documents, reports, and files
- Completes transactions in SAP such as purchase requests and contract releases, and may enter time for departmental employees
- Completes and submits check requests
- Manages office documents and supports BWL document management program and records retention policy
- Conducts P-Card reconciliation and tracking
- Manages departmental budget
- Prepares and drafts presentations and reports
- Provides litigation support
- Serves as the Assistant Freedom Of Information Act Coordinator
- Organizes and processes legal review requests
- Prepares document edits and communicates with BWL employees regarding their legal review needs
- Reviews forms and other documents for compliance with BWL standard
- Organizes and maintains legal files
- Performs other departmental tasks as assigned
- Required to follow BWL Safety Manual and wear required personal protective equipment
- Attends training for safety awareness or skills improvement as required by supervisor, BWL or governmental agency such as MIOSHA

### JOB SPECIFICATIONS:

**KNOWLEDGE**
- Required: Associate’s degree or equivalent in business, law, or related field; minimum of five years’ clerical experience; outstanding interpersonal skills with the ability to communicate effectively at all organizational levels; exceptional discretion and confidentiality; ability to manage multiple projects and deadlines in a fast-paced environment; proficiency with PC and common business software, e.g. Microsoft Office Suite.
- Preferred: Bachelor’s degree in business, law, or related field; paralegal or legal assistant certification; five years’ experience as a legal assistant, paralegal, or administrative assistant in a law office or legal department.

**SKILLS**
- Ability to communicate via phone and in written form. Frequently required to sit, talk, hear and listen. Must be able to operate a PC, business phone system, printers and copiers.

**ABILITIES**
- Normal office environment. Considerable sitting. May be required to travel between work locations.

**PHYSICAL REQUIREMENTS:**

**WORKING CONDITIONS:**

---

THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.