



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
- SKILLS
- ABILITIES

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.

PHYSICAL REQUIREMENTS:

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.

WORKING CONDITIONS:

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

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