

Massachusetts School Building Authority

Job Description

Title: Legal Assistant
Department: Legal
Reports To: General Counsel
FLSA / Grade: Non-Exempt / 7
Salary: \$56,000.00 - \$79,000.00

Position Summary

Provide support to the MSBA's Legal Department with its administrative needs, including, but not limited to, preparing and editing documents, performing general clerical duties, filing, photocopying, emailing, and tracking correspondence. Organize the Legal Department's files and support all of the administrative needs of the Legal Department to ensure efficiency and effectiveness of core operations.

Essential Functions

- Work with all members of the Legal staff to ensure that the administrative functions of the Department are supported and completed efficiently and effectively.
- Perform general clerical duties, including, but not limited to, photocopying, faxing, mailing, scanning, emailing, and filing.
- Create and edit correspondence, memos, presentations, and other documents using Microsoft Office.
- Prepare, transmit, and track all correspondence to and from the Legal Department.
- Maintain hard copy and electronic filing system and ensure that all filing is current, organized, and easily-accessible.
- Organize mailings of correspondence and other documents.
- Assist the Legal staff and other MSBA staff with archiving files.
- Assist the Legal staff in responding to Public Records requests.
- Assist the Legal staff with procurement matters.
- Keep the Legal Department's subscriptions current and organized.
- Coordinate and schedule meetings and conference calls.
- Support members of the Legal staff in preparing for MSBA Board Meetings and maintain Board of Directors and Subcommittee documentation and related files.
- Support Legal staff in assigned project-based work including, among other tasks, review and tracking of School Building Committee and Initial Compliance Certification submissions, tracking District votes, helping with Project Management System data questions, and preparation of template letters and agreements.
- Perform other duties as assigned.

Required Education, Experience, and Skills (unless otherwise noted)

- Bachelor Degree.
- Minimum one plus year's related office-based administrative work experience.
- Strong computer skills, including Microsoft Word, Excel, Outlook, Access, Power Point, and Internet search engines.
- Excellent verbal and written communication skills, including strong receptionist/telephone skills.

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- Professional interpersonal style; ability to interact and build with a diverse range of people.
- Solid proofreading and editing skills.
- Superior attention to detail.
- Superb proactive organizational and filing skills.
- Ability to work on several different, unrelated tasks at the same time.
- Ability to work under the pressure of tight deadlines.
- Comfort level with ‘managing up’ regarding scheduling and other pertinent areas.
- Ability to make decisions about how to prioritize and organize own work.
- Ability to be reliable and punctual.
- Exhibit a ‘can-do’ attitude and flexible work style approach.
- Ability and willingness to proactively research and/or solve issues.
- Patience and flexibility to meet demands of a constantly changing schedule.
- Ability to maintain confidentiality at every level.

Approved by Executive Director

Date

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management’s discretion, the employee may be assigned different or additional duties from time to time. The employee may be asked to report to another member of the legal team.