

Legal Secretary II

Salary Info: \$74,688 - \$90,780 Annually, [Plus Excellent Benefits + Retirement](#)

Opens online at www.ebmud.com/jobs on Monday, March 8, 2021

Online applications must be received by 4:30 p.m., Friday, March 26, 2021

Internal Reference # 21-032

Join East Bay Municipal Utility District's (EBMUD's) dynamic legal team as a Legal Secretary II. The person selected for this position will perform various secretarial duties related to legal and confidential matters in the Office of the General Counsel (OGC). The work requires a highly organized and detailed-oriented individual who has a thorough knowledge of legal office operations and practices, as well as the ability to effectively handle multiple assignments, schedules, and related tasks. The Legal Secretary II must effectively communicate and interact with a varied audience including attorneys, administrative agencies, court personnel, the general public, outside law firms, and other EBMUD staff members. Competitive candidates will demonstrate experience and ability to work in a team environment.

Candidates must also have the ability to:

- Provide accurate secretarial and legal administrative support to attorneys and consistently meet all deadlines.
- Proofread with close attention to detail; edit and finalize letters, memoranda, resolutions, ordinances, pleadings, contracts, agreements, administrative hearing documents, briefs and other materials from rough drafts, notes, or brief instructions where legal form may be involved and where it is often necessary to assemble information from multiple sources.
- Compose and prepare correspondence, reports, legal papers, pleadings and other documents with accuracy, using appropriate formatting standards.
- Receive and screen telephone calls and visitors, as well as schedule meetings as needed with both internal clients and outside parties.
- Accurately calendar court and administrative hearing deadlines, update and maintain attorneys' calendars, and conform office master calendar, using established office protocol.

In addition, the most competitive candidates will demonstrate strong attention to detail; excellent organization skills; strong computer skills; effective communication skills; knowledge of general legal procedures and legal office operations and practices; ability to follow oral or written instructions; and experience working with confidential information.

The salary range for Legal Secretary II is \$6,224 per month increasing to \$6,535, \$6,682, \$7,205 and \$7,565 after 6, 18, 30 and 42 months, respectively.

EBMUD offers an excellent benefits program that includes paid vacation, holidays and sick leave; family health insurance coverage; family dental and vision care plans; retirement plan (reciprocal with CalPERS); 401(k), 401(a) and 457(b) tax-deferred retirement plans; transit subsidy; tuition reimbursement; and opportunities for professional growth including training and career development.

Requirements:

1. Completion of the 12th grade or its equivalent; and
2. Minimum two years of responsible legal clerical experience at the journey level in a law office.

Candidates must possess the physical characteristics to perform the critical and important duties of the job including lifting boxes, large case files and binders of materials. Must also be willing to work overtime as needed.

The most competitive candidates will have at least five years of recent related experience.

Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com/jobs by 4:30 p.m., Friday, March 26, 2021. Only application materials submitted online during the filing period will be accepted.

EBMUD is an Equal Opportunity Employer: Females/Minorities/Veterans/Disability
www.ebmud.com