

EBMUD Job Title: Legal Secretary II

Salary Info: \$88,464 - \$107,532 Annually, [Plus Excellent Benefits + Retirement](#)

Opens online at www.ebmud.com/jobs on Monday, September 2, 2024

Online applications must be received by 4:30 p.m., Friday, September 13, 2024

Internal Reference # 24-112

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 legal secretarial and administrative 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 legal secretarial and 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.
- Respond to inquiries from the public or EBMUD personnel with appropriate judgment, discretion, and professional courtesy; obtain information related to legal matters from various EBMUD offices, courts, outside organizations, agencies, and law firms.
- Maintain and process documents received by the OGC to ensure that deadlines are met.
- Classify, cross-reference and file legal and case-related documents according to established filing procedures and EBMUD retention policy, including archiving closed case files.
- Obtain information from various sources (i.e., the internal law library, on-line court procedures, etc.) to research current court and administrative hearing procedures.
- Proofread work and records for accuracy, completeness and compliance with legal forms and procedures.
- Perform a variety of administrative tasks accurately and efficiently, such as preparing expense report forms for attorneys, ordering and maintaining inventory of office supplies, and paying vendor invoices following EBMUD procedures.
- Be proficient in MS Office, including MS Teams, Word, Excel, and Outlook, and other document management systems and accounting systems with minimal training.
- Complete incidental legal support tasks, including both paper and electronic filing.

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 OGC values and strives to create a work environment that provides a work-life balance and embodies EBMUD's values of Respect, Teamwork, Integrity and Stewardship. It is extensively involved in the development of EBMUD's Diversity, Equity and Inclusion Strategic Plan. EBMUD offers a generous benefit package, a reasonable telecommuting policy, and the opportunity to participate in EBMUD Affinity Groups, including the Asian Pacific Employees Association, the Black Employee Network, the Hispanic Heritage Committee, the Raining Pride Committee and the Disability Advocacy and Rights Team.

Flexible/hybrid work from home schedule may be available for some positions in this job classification.

The salary range is \$7,372 per month increasing to \$7,741, \$8,128, \$8,534, and \$8,961 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, September 13, 2024. 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

Job Hotline: (510) 287-0735