

TITLE: Manager, Legal Department

QUALIFICATIONS:

1. Demonstrated ability to handle multiple priorities while adhering to deadlines
2. Demonstrated ability to exercise good judgment and make independent decisions
3. Demonstrated ability to delegate work and oversee many projects simultaneously
4. Demonstrated ability to coordinate department secretarial functions
5. Demonstrated high degree of language skills including composition and proofreading
6. Knowledge of legal process including terminology, forms and filing procedures used for various tribunals
7. Demonstrated ability to effectively communicate orally and in written form; demonstrate excellent grammar, punctuation, spelling and proofreading skills
8. Excellent telephone manner
9. Demonstrated ability to function as a confidential employee
10. Possess and maintain New Jersey notary certification
11. Work evenings and weekends as required; travel to remote meetings if necessary
12. Possess paralegal or higher education credits
13. Minimum two year's secretarial experience required; legal experience preferred
14. Basic accounting knowledge, including budget development experience
15. Knowledge of word processing software using Windows 98, WordPerfect, MS Word; knowledge of PowerPoint and Excel preferred

REPORTS TO: Chief Association Counsel

SUPERVISES: Legal Assistant

JOB GOAL: Coordinate the administrative and secretarial operations of the legal department

PERFORMANCE RESPONSIBILITIES:

1. Serve as confidential secretary to the Chief Association Counsel
2. Provide secretarial assistance to all Association Counsel
3. Assist legal staff in preparation of reports, correspondence, presentations, committee meetings, conferences, etc.
4. Supervise and train Legal Assistant, under the direction of the Chief Association Counsel
5. Provide secretarial and administrative assistance to other Association departments as directed by the Chief Association Counsel
6. Develop and maintain efficient department administrative procedures

7. Process incoming mail; screen and route incoming telephone calls to appropriate Association counsel
8. Type, transcribe, proofread and edit materials; compose responses to routine correspondence; organize departmental filing system
9. Maintain calendar of staff appointments, projects and assignments; track deadlines and alert professional staff to them
10. Type legal pleadings; prepare routine motion and court papers, affidavits of mailing, appendixes to legal briefs, and tables of citations
11. Assist with budget preparation by collecting and organizing all preliminary figures; establish and maintain department budget records as directed by the Chief Association Counsel
12. Provide word processing and computer support for the composition, editing and formatting of all legal publication
13. Maintain all client, litigation and Association legal files, both hard copy and computer based, in an organized and confidential manner
14. Maintain all separate bank accounts of the Legal Department
15. Maintain an adequate inventory of legal supplies
16. Provide information as requested by staff, Association members, and outside organizations
17. Organize and maintain law books, periodicals and other reference resources; order new acquisitions and updates; maintain records and file on purchases
18. Coordinate and provide secretarial support for the registration process for meetings and conferences as directed by the Chief Association Counsel
19. Oversee submission and removal of documents on Association and Legal Department web pages
20. Perform routine computer hardware and software maintenance on Legal Department systems
21. Pursue continuing education opportunities
22. Perform other duties as assigned by the Chief Association Counsel

Approved by: _____ Date: _____

Reviewed/Agreed to by: _____ Date: _____