



EDUCATION MINNESOTA POSITION DESCRIPTION

POSITION TITLE: Legal Assistant (Job #2021-33)
DEPARTMENT: Legal
IMMEDIATE SUPERVISOR: General Counsel
EMPLOYEE GROUP: United Staff of Minnesota (USM)
LOCATION: St. Paul Office
PROBATIONARY PERIOD: 180 Days
FLSA/GRADE LEVEL: Full Time/Non-exempt

POSITION SUMMARY:

Under the direction of the General Counsel, the legal assistant's primary responsibilities are to provide a full range of support services (administrative office support, member communications, etc.) to the Education Minnesota Legal Department and other staff, and to coordinate the technical and logistical aspects of Education Minnesota's Legal Services policy.

Education Minnesota is a member-led labor union that has identified racial equity and social justice as primary organizational goals. All staff are expected to participate individually and collectively in ongoing training, discussions, and activities to advance these goals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Support all legal department staff, other Education Minnesota staff, leaders, and members in providing high quality legal services in accordance with Education Minnesota's Legal Services Policy;
- Answer incoming calls/emails from staff and members and determine appropriate referral and level of response and convey proper information to the staff person;
- Coordinate the DuShane Legal Management System (DLMS, soon to be Passport) with NEA, which involves opening cases electronically, entering staff attorney and outside attorney case time and expenses, closing files, and monitoring cases for lack of effective membership;
- Prepare an annual report of eligible attorney case time and expenses, for the AFT Legal Defense Fund Grant;
- Provide regular updates to the General Counsel on the status of case reimbursements from NEA and AFT;
- Send retainer agreements to members and locals and answer questions about these documents and our legal services program based on applicable policies and procedures;
- Coordinate the Educator's Employment Liability (EEL), Association Professional Liability (APL), and Fidelity Bond programs to ensure liability coverage for all members, work with staff attorneys to process EEL claims for representation and/or reimbursement when necessary;
- Coordinate liability coverage for staff attorneys and higher education members who work in medical and related arts programs;
- Coordinate payment of invoices for various legal services, including research databases and subscriptions as well as those of arbitrators and outside attorneys and experts, while ensuring confidentiality of privileged information;
- Ensure that resolved case files contain necessary information and send both case files and decisions to appropriate archiving systems;

- Organize and provide necessary documents and information to NEA in the course of their audit process every three to four years;
- With minimal supervision, produce legal documents that conform to the Rules of Civil Procedure, the Rules of Appellate Procedure, The General Rules of Practice, the Rules of Professional Responsibility for Lawyers and the various rules of District Courts;
- Attend department meetings, participate actively in regular collaborative problem-solving;
- Serve as backup to Human Resources Department with filing, meeting setup, and equipment ordering; and
- Other job related duties of a like or similar nature as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to organize, prioritize, and work independently in accomplishing objectives, goals, and meeting numerous deadlines.
- Skilled in typing/transcribing/word processing, including tracking changes with a high degree of accuracy
- Spelling, grammar, and proofreading skills
- Strong interpersonal skills and ability to work with diverse groups of people
- Strong communication skills, both oral and written
- Ability to maintain a high-degree of confidentiality
- Ability to understand and effectively carry out complex oral and written directions
- Ability to work both independently and as part of a team
- Ability to use or learn online meeting platforms.
- Knowledge of Microsoft Office suite of applications.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Three (3) years related work experience
- Proficiency in Microsoft Word, Powerpoint, Excel, and ability to learn other software
- Proof of COVID-19 vaccination (vaccination card). If you have a medical exemption you will be asked to provide a written waiver from your medical provider. If you have a religious objection you will be asked to provide documentation stating your religious objection.

PREFERRED QUALIFICATIONS:

- An associate's degree in a related field;
- Completion of legal assistant training program or prior legal assistant experience; and
- Experience working in public education or unions.

CONFIDENTIAL INFORMATION:

Maintain confidential information related to the organization, members and potential members, and staff.

MACHINES AND/OR TOOLS OPERATED:

- Personal computer
- Word processing, spreadsheet and database software
- Internet and browser software
- Smartphone

PHYSICAL DEMANDS:

Work is in a general office environment. Employee may be required to: talk and hear; frequently stand, walk and repetitively use hands dexterously (use fingers to handle, feel), reach with hands and arms, bend and physically, lift and carry up to 5 pounds; occasionally lift up to 25 pounds and infrequently travel by various conveyances (e.g., air, rail, auto).

OTHER REQUIREMENTS:

Willingness to work overtime (including nights and weekends) as needed.

EDUCATION MINNESOTA IS AN EQUAL OPPORTUNITY EMPLOYER

Education Minnesota is an Equal Opportunity Employer committed to providing an environment of mutual respect where diversity is valued, supported and celebrated to benefit applicants, employees, members and students. All employment decisions are based on qualifications; merit and business need with preference given to people of color.

POSTING DEADLINE: For consideration, apply online and include a resume no later than 11:59 PM of **Sunday, October 3, 2021.**

APPLY USING THIS LINK:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=faa82ad6-58ce-4071-80c8-3e481e725e0a&ccId=19000101_000001&jobId=407998&source=CC2&lang=en_US