

Applications must be received by **November 8, 2013**.
Carefully follow the "How to Apply" instructions.

PARALEGAL/SENIOR LEGAL ASSISTANT

The Position:

Under general supervision and direction, this position will provide a variety of highly complex legal and paralegal assistance to the Agency's General Counsel. Essential functions: Drafting correspondence, occasional pleadings, policies, fact sheets and resolutions, and reports for Counsel as needed; scheduling; research; assistance with tracking contracts and contract compliance; preparing, filing and serving pleadings and documents; and assistance with responding to public records requests and document management. This position will provide Counsel with legal research assistance, will coordinate and respond to public records requests, will assist with contract management and compliance tracking, and will process budget expenditures for the office. In addition, the position will provide general office support to Counsel by managing calendars, emails, processing mail, taking phone calls, ordering supplies, managing documents and their retention, preparing general correspondence and newsletters, and scheduling meetings. A person in this position will be expected to interact professionally, employing a high degree of sensitivity, tact, diplomacy with customers, staff, attorneys and vendors. In addition, the person in this position will need to ensure they safeguard confidential information in carrying out their work. Exceptional communication, and organization and planning skills will be critical to the success of the candidate selected for this position. The ability to assist with the preparation of effectual presentations to internal and external groups or organizations will require creativity and efficient software application skills which are essential to the job. Other duties and responsibilities may be assigned. General work schedule: Monday through Friday, 8am to 5pm.

Salary:

Dependent on Qualification (DOQ). This is a non-exempt, eligible for overtime position. Salary is paid on a bi-weekly basis.

Minimum Qualifications:

At least five years of education and experience supporting a partner-level lawyer or a senior-level attorney within a government agency working in the capacity of a sophisticated legal assistant or paralegal. Certification as a paralegal preferred, but not required.

Knowledge, Skills & Abilities:

Paralegal skills in drafting, preparing, editing and finalizing legal correspondence, basic pleadings, discovery responses. Strong written communication skills in order to draft correspondence, emails and other materials in a manner that is clearly written, accurate, and appropriate with little supervision and/or editing from General Counsel. Requires proper composition, grammar, spelling, and punctuation. Organization and the ability to track and monitor document requests and follow up on production. Collect, compile, prepare and maintain reports, records, files and data. High level of professionalism in all communications, including in person, phone and email etiquette. Interpersonal skills in assisting with duties related to the Board, all Pierce Transit employees, and in dealing with outside counsel, vendors, professional organizations. Maintaining confidential information, both in protecting physical and electronic files but also in discussion with others in and out of the workplace. Ability to schedule meetings and manage a schedule with conflicting deadlines such as projects, document production, and/or litigation. Some travel planning. Knowledge of local, state and federal rules of civil procedure. Ability to research other rules including criminal and administrative rules. Ability to file pleadings in all state and local courts, effectuate service, and comply with rules relating to same, as necessary. Research ability for some Westlaw use in addition to on-line research for local, state and federal laws. Budget tracking and invoice payment. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

How to Apply: Go to <http://www.piercetransit.org/careers/> for application documents!

To be considered, candidates must follow these instructions. Complete and submit an application packet consisting of an official application from our website, your resume and a cover letter that clearly illustrates your experience with senior-level partners in a law firm/government agency. Your letter should also include why you are interested in this position and what your salary expectation would be if offered the position. Mail your application packet to ensure it will arrive on or before the closing date to: Attn: Vivienne Kamphaus – Labor Relations Officer, Pierce Transit, PO Box 99070, Lakewood, WA 98496-0070.

Selection Procedure:

Application packets will be reviewed by HR and Legal Counsel to determine who will be invited to appear for an interview. It is the responsibility of the applicant to supply sufficient information and detail to permit the Agency to properly determine the applicant's qualifications, skills and abilities as they relate to the position. Following the instructions on "How to Apply" must be complied with to be considered.

Opened: October 24, 2013