

Position

Administrative Assistant, Legal Department

Classification

Part-time (20 hours/week)

Description

Provide administrative support to the City of Morgantown Legal Department, including management of attorneys' scheduling, responding to in-person or telephone contacts, maintaining filing systems, processing invoices, and preparation of documents and correspondence.

Duties

- Receives and appropriately directs visitors and incoming telephone calls or emails;
- Responds to inquiries regarding status of matters handled by Legal Department and refers inquiries to attorneys as appropriate;
- Schedules meetings and conferences, including use of electronic calendaring system;
- Sorts, opens, logs, and distributes incoming mail to staff;
- Prepares and files electronic and/or physical copy of documents retained by the department;
- Receives and processes for payment incoming invoices;
- Determines need for and requisitions supplies, equipment, and repair and maintenance services;
- Establishes and maintains office files, subscriptions, logs, indices, legal references, and other information in connection with the work of the Legal Department;
- Assembles, files, and serves legal documents as directed by attorneys;
- Prepares correspondence and other documents with word processing software;
- Operates standard office equipment including computers and common office software, telephones, printers, copiers, and facsimile machine.
- Proofreads, revises, and organizes documents prepared by staff to ensure proper formatting, grammar, usage, and style.
- Performs additional tasks as required by Legal Department staff.

Desired Qualifications and Skills

- Knowledge of office practices, procedures, machines, and equipment
- Knowledge of correct English usage, spelling, punctuation, and legal terminology

- Knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials
- Knowledge of the techniques of receiving callers, making appointments, giving information, and explaining instructions and guidelines
- Knowledge of the organization and maintenance of filing systems related to the work
- Proficiency in typing with word processing software
- Ability to use office software including Microsoft Outlook, Word, Excel, OneNote, and Powerpoint for the performance of job duties

Application Procedure

Please submit a letter of interest and a resume, including contact information for references, to Ryan Simonton at rsimonton@morgantownwv.gov.