

**Position Title:** Departmental Assistant – Legal Affairs  
**Reports To:** Associate Executive Director  
**Department:** Alabama Education Association Legal Department  
**FLSA Status:** Non-Exempt

Alabama Education Association (AEA) is the largest education association in the state of Alabama. AEA is an advocacy organization that leads the movement for excellence in education and is the voice of education professionals in Alabama. Our mission is to promote educational excellence.

Alabama Education Association provides legal assistance, professional development opportunities, great membership benefits, and a strong voice for education in the Alabama Legislature. AEA serves as the advocate for its members and leads in the advancement of equitable and quality public education for Alabama's diverse population.

To learn more about our company, please click here: [www.myaea.org](http://www.myaea.org)

**Job Summary:** This opening is for a Legal Affairs Secretary position at the Alabama Education Association's headquarters in Montgomery, Alabama. One of the major duties of this position is to file briefs, complaints, motions, legal papers with the different courts and administrative agencies and contact lawyers and court officials as assigned.

**Essential Duties  
and Responsibilities:**

- Update /create trial notebooks for court use. Keep filing up-to-date for each file, including discovery in litigation
- Create Word documents, Excel documents, and PowerPoint documents for litigation
- Take verbal dictation and create documents as directed
- Use Citrix Access Gateway (NEA Time Billing Software), Adobe and Acrobat Readers, Internet Explorer, Microsoft Outlook, Windows, Word, Excel, AlaFile, Alacourt, Pacer, CM/ECF, Appellant Court and Bates labeling for litigation purposes
- Make sure attorney fills out forms properly for monthly forms to be turned in to Business Office such as expense vouchers, mileage vouchers, time sheets, etc.
- Notarize documents as needed in the Legal Department
- Set up conference calls via teleconferences system
- Enter attorney's time into DLMS
- Update attorney billing/contact information via online court systems
- Performs case management of billing within the NEA database for reimbursement of legal expenses, including clerical processing of PR&R forms and notification to members and network attorneys
- Monthly filing of Network Attorney status reports and maintaining files
- Types routine narratives, form letters and other reports
- Provides administrative support for the governance election policies and procedures including the conducting of all governance elections

- Provides administrative support for Policies and Procedures Commission meetings
- Works with the Legal Staff liaison to the Policies and Procedures Commission to track and administer updates to the Association's governing documents for election procedures
- Provides relief for receptionist when assigned
- Provides relief for Legal Secretaries as assigned
- Performs other duties as assigned by the Associate Executive Director and Staff Attorneys

**Key Competencies:**

- Excellent computer skills and commitment to use of technology
- Possess strong written and oral communication skills
- Ability to work independently, as well as part of a diverse, dynamic team of professionals
- Ability to multi-task, prioritize duties, and carry them out in a timely manner
- Ability to be proactive, resourceful, and self-motivated

**Education:**

**MINIMUM REQUIREMENT**

- High School Diploma or its equivalent; Associate's or Bachelor's Degree preferred

**Qualifications:**

- Experience in a professional office, preferably a law office
- Proficient in Microsoft Office, Word, Excel, and Data Entry
- Strong organizational abilities, attention to detail, and multi-tasking skills
- Ability to retain confidential and legal information

**References:**

- List two (2) references

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other duties, as assigned by their supervisor.

Salary and Benefits: The AEA is prepared to offer a competitive salary and benefits package commensurate with experience, skills and demonstrated abilities.

The Alabama Education Association complies with the laws that make it illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.