



NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

TITLE: Manager, Legal Department

REPORTS TO: Chief Association Counsel

QUALIFICATIONS:

1. At least three years experience in Legal management secretarial positions.
2. Possess superior organizational skills and be able to work independently making decisions.
3. Possess good interpersonal and language skills and the ability to interact effectively with all staff, clients, and other legal professionals within and outside the organization.
4. Knowledge of all facets of preparing and managing legal documents including, but not limited to, memoranda, correspondence, pleadings, publications, and other necessary documents.
5. Working knowledge and utilization of relevant technologies to accomplish the above.

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.



NJASA JOB DESCRIPTION – Legal Department Manager

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.