

## **Legal Assistant/Paralegal to General Counsel**

The MEA seeks qualified applicants to serve as the General Counsel's full-time legal assistant/paralegal working in its Augusta office. The Maine Education Association (MEA) believes that every child has the right to receive an excellent education at a great public school, advocating on behalf of educators statewide.

Job requirements include assisting the General Counsel in oversight of the Legal Services Program. Primary responsibilities include oversight and processing of all legal billing, assisting members with applications for MainePERS Disability Retirement and helping members navigate the retirement and disability retirement system; administrative support to the General Counsel; electronic and paper document and file management; assisting the General Counsel and UniServ Director's with legal preparation, including basic research, document drafting and responding to requests for information. Job also requires telephone and office coverage as assigned among administrative staff and frequent contact with members and other legal professionals.

### Qualifications:

The preferred candidate will have a minimum of 5 years working experience in a legal office.

Required skills include:

- excellent communication skills;
- proficient with Microsoft Office Suite – Word, Excel, Access, Outlook, PowerPoint;
- a high level of discretion with confidential information;
- ability to manage time, prioritize, and be flexible while handling multiple tasks;
- must be able to work cooperatively with others and as part of a team, and have strong oral and written communication skills.

Excellent salary and fringe benefits.

Application deadline is October 13, 2017. Demonstration of software skills required. Applicants should send a letter of application, resume, and three employment references to:

Andrew Mason  
Maine Education Association  
35 Community Drive  
Augusta, ME 04330  
or  
amason@maineea.org

MEA is an Equal Opportunity, Affirmative Action Employer