

**INTERNAL POSTING
VACANCY ANNOUNCEMENT**

Job Title: Secretary, Legal Services
Classification: Secretarial, FSO Bargaining Unit
Supervisor: Director, Legal Services
Location: Tallahassee, Florida

General Responsibilities:

1. Acknowledge and support the advancement of FEA's vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA's vision, mission, and strategic goals by providing quality legal services to FEA locals and members.
3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources in response to requests for services from local union offices.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and in accordance with FEA Policies and Procedures.

Specific Duties and Responsibilities:

1. Serve as primary receptionist for legal services department; monitor incoming Legal Help Desk inquiries, voice and regular mail to ensure prompt referral of members and local inquiries to appropriate staff; serve as back-up to other legal secretary in timely processing of applications for legal services. Along with other legal secretary, prepare and maintain all case electronic and paper files for in-house HQ counsel;
2. Prepare legal correspondence, legal pleadings, documents and briefs for the General Counsel/ Director of Legal Services, in-house attorneys, and paralegals. File appropriate pleadings with administrative agencies and courts as needed. Assist assigned attorneys in case preparation, including contact witnesses, process serving, and coordination of local representative at hearing, when appropriate.
3. Prepare all case files for closure and for audit compliance; Maintain case closure log; Prepare case closure on NEA membership and DLMS systems;
4. Maintain master calendar for Legal Department staff. Record and submit legal notice to all attorneys
5. Prepare membership maintenance reports; send notices and/or membership inquiries to locals, attorneys, and members as determined by Director of Legal Services
6. Prepare quarterly legal services report of open cases for local affiliates.

7. Prepare Case Pending and Dis-Approved case reports for Director of Legal Services; communicate with and resolve eligibility and funding level issues with locals or members and provide notice to NEA.
8. Prepare monthly EPC calendar; send notice to counsel; and other entities as appropriate.
9. Assist in the receipt, logging and distribution cases for in-house and retained counsel. Verify membership and input all case data into DLMS.
10. Assist in case file maintenance retained counsel.
11. Open, sort and date stamp and scan to online case files all mail.
12. Prepare and maintain administrative files.
13. Respond to routine requests for information from Officers, Leaders and Staff.
14. Assist in preparation of Committee and Delegate Assembly activities.
15. Assist in the coordination of travel and hotel reservations for FEA legal staff.
16. Assist in development and preparation of Legal Services pamphlets/flyers and training materials for member services presentations.
17. Assist as needed with general overflow for FEA.
18. Maintain attorney membership to the TBA, FLBA and ABA.
19. Perform other duties as assigned by the General Counsel/Director of Legal Services.
20. Maintain annual ARP list to facilitate member referral on matters not covered by FEA Legal Services; distribute list to locals, at least, annually, and as requested.
21. Assist locals and members in using unionplus.org.
22. Answer non-attorney phone rotation questions and assign rotation questions accordingly.
23. Act as initial and ongoing contact for members; coordinate member responses with appropriate FEA and DOE staff.
24. Communicate with staff, attorneys, and members in collecting member information in employment-related cases, including discrimination and retirement cases

Compensation & Benefits: Salary per the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. Employer-

provided hospitalization, medical, dental, vision, life and long-term-disability insurance; employer-paid retirement; vacation, sick leave, and holidays.

To Apply: Interested applicants should email a cover letter and resume to feahr@floridaea.org

APPLICATION DEADLINE: Open Until filled.

FLORIDA EDUCATION ASSOCIATION
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Consistent with the FEA Affirmative Action Plan, minority, female and physically
challenged applicants are encouraged to apply.