

Paralegal/Legal Assistant, Augusta, ME

DATE OF POSTING: 1/25/2023

APPLICATION DEADLINE: Close of Business – February 13, 2023

APPLICANT: Send cover letter and resume to:

Rachelle Bristol, Executive Director
Maine Education Association
35 Community Drive
Augusta, ME 04330
or
rbristol@maineea.org

PRIMARY DUTIES: Paralegal duties to support General Counsel and MEA legal program. This is a full-time, 40hrs/week position working out of the MEA office in Augusta, ME.

The MEA seeks qualified applicants to serve as the General Counsel's full-time legal assistant 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 degree in Legal Studies or a Paralegal Certificate. Candidates with a minimum of 5 years working experience as a paralegal will be considered. Candidate should have excellent verbal and written communication skills, as well as having excellent organizational, analytical, and time management skills and the ability to handle environments with deadlines and task prioritization. The ideal candidate will be self-motivated, independent, and hardworking with a professional and personable telephone and office demeanor.

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 as part of a team and have strong oral and written communication skills.

Excellent salary and fringe benefits.

MEA is an Equal Opportunity, Affirmative Action Employer