

STL PARTNERSHIP

Legal Assistant

THE ORGANIZATION

Our mission is to accelerate business creation, global connectivity, and equitable employment opportunities in St. Louis City and County.

The St. Louis Economic Development Partnership (formerly St. Louis County Economic Council) aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services.

The St. Louis Economic Development Partnership (the “Partnership”) provides a broad range of services to boost innovation and entrepreneurship, to support business retention and expansion, to enhance the region's global relevance, and to revitalize communities.

The Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency throughout St. Louis City and County.



THE POSITION

The Legal Assistant will be responsible for providing professional-level operational support within the Partnership's legal department. Responsibilities include, but are not limited to, providing administrative support directly to the Assistant General Counsel and the General Counsel as needed; preparing legal documentation and correspondence; assisting with the oversight of the Partnership's contracting process; conducting legal research; reviewing confidential information; and analysis, interpretation, and execution of policies and procedures.

The Legal Assistant reports directly to the Assistant General Counsel.

JOB FUNCTIONS

- Maintains organizational confidence and protects operations by keeping information confidential and cautioning others about potential breaches.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Develops filing systems and maintains legal department files on various subjects, including contracts, litigation, and other confidential matters.

- Tracks the status of contracts, grants, and leases and prepares the same for signature.
- Maintains an electronic directory of contracts, grants, and leases for the Partnership and its affiliated entities.
- Conducts research and prepares reports on legal procedures and processes, as directed by legal staff.
- Processes annual registration reports for the Partnership and its affiliated entities.
- Keeps and maintains the Partnership's legal library.
- Oversees departmental budget and quarterly departmental reports and submits the same to accounting.
- Assists the legal department to prepare legal documents, such as resolutions, leases, contracts, procurement summaries, and legal pleadings.
- Proofreads legal documents for accuracy and content and submits the same for approval.
- Assembles legal materials by collecting, organizing, and summarizing information, documents, and reports.
- Assists the legal department in preparing, responding to, and monitoring litigation.
- Conducts research into discrete legal questions and reports results, as directed by the legal department.
- Resolves problems and recommends procedural improvements to expedite department workflows by reviewing procedures and staff comments.
- Contributes to the organization's success by welcoming related, different, and new requests and helping others accomplish job results.
- Assists other Partnership departments as needed in connection with legal department matters.
- Oversees departmental travel arrangements - prepares necessary paperwork, prepares expense reports, tracks arrangements and paperwork, and submits necessary documentation to accounting department for approval or reimbursement.
- Conserves attorney time by reading, researching, reviewing, verifying, and routing correspondences, reports, documents, procedures, and processes; drafting letters and various other documents; collecting and analyzing information; initiating telecommunications; and organizing legal department conferences and meetings.
- Keeps supplies ready by checking stocks, anticipating needs, placing and expediting orders, verifying receipt, stocking items, and evaluating new products.
- Performs a broad range of clerical and administrative duties, including coordinating meetings and preparing correspondence.
- Welcomes guests and clients by greeting them in person or on the telephone as well as answering or directing inquiries.
- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.

Professional qualifications for this position include:

Education: High school diploma (or GED). Preference towards candidates with a bachelor's degree in relevant field, including legal studies.

Experience:

1. Preference towards candidates with at least 3-5 years of legal experience and working in a legal environment.
2. Training in office management, office systems, and word processing.

3. Preference towards candidates with at least 3-5 years of progressively more responsible related work experience.

Knowledge of:

1. Corporate law and related practices.
2. Modern office practices and procedures, equipment, and systems.
3. Relevant legal/technical terminology encountered in the course of work.

Ability to:

1. Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
2. Think critically and make inferences from written materials.
3. Locate and use research materials.
4. Understand and maintain principles of confidentiality of legal and sensitive information.
5. Communicate effectively, both orally and in writing.
6. Perform and accomplish requirements of the job using appropriate general office equipment (i.e., computer, printer, copy machine, calculator, multi-function telephone, over-head projector etc.).
7. Use basic computer word processing applications (e.g. Microsoft Office suite).
8. Type quickly (~70+wpm) and accurately.
9. Perform light physical work lifting up to 10 pounds on an occasional basis; perform such activities as typing, grasping, lifting, reaching, crouching, and repetitive tasks.
10. Recognize and respect diversity and work effectively with peoples of other cultures.
11. Understand and execute both basic and complex directions.

Working Conditions: The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the work environment is usually quiet. The employee's central functions are conducted in a climate-controlled office.

Interpersonal Characteristics: Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture that fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization: <https://stlpartnership.com/careers/>.

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.