

STL PARTNERSHIP

Legal Assistant

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (STL Partnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STL Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STL Partnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STL Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

Position Description

The Legal Assistant will be responsible for providing professional-level operational support within STL 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 STL Partnership's contracting process, including organizing and filing relevant documents; and reviewing confidential information.

The Legal Assistant reports directly to the Assistant General Counsel and the General Counsel.

Job Duties

- 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 highly organized filing systems and maintains legal department files on various subjects, including contracts, corporate governance, procurement, 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 STL Partnership and its affiliated entities.
- Processes annual registration reports for STL Partnership and its affiliated entities.
- Keeps and maintains STL Partnership's legal library.
- Oversees departmental budget and quarterly departmental reports and submits the same to the accounting department.
- Processes and submits invoices in a timely manner to the accounting department according to internal procedural guidelines.
- Assists the legal department to prepare legal documents, such as resolutions, leases, contracts, procurement summaries, and legal pleadings, as directed by legal staff.
- 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 open records requests and litigation.
- Intakes all open records requests, including coordinating record searches, organizing and preparing the results, and preparing correspondences and letters for the legal department to file.
- Maintains a database of all open records requests, while also noting the status of each request.
- 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, 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.
- Performs a broad range of clerical and administrative duties, including coordinating staff and board 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

Education

Minimum: High school diploma (or GED).

Experience and Skills

- Training or experience in office management, office systems, Microsoft Office Suite, and Adobe Acrobat.
- Preference towards candidates with at least 3-5 years of progressively more responsible related work experience. However, recent graduates with strong attention to detail and a willingness to learn new skills on the job are encouraged to apply.
- Microsoft Office Suite, including Word, Excel, Outlook, and Teams Meeting Scheduling, and Adobe Acrobat.
- Modern office practices and procedures, equipment, and systems.
- Organize and maintain contract databases and systems with meticulous attention to detail.
- Think critically and make inferences from written materials.
- Locate research materials.
- Understand and maintain principles of confidentiality of legal and sensitive information.
- Communicate effectively, both orally and in writing.
- Perform and accomplish requirements of the job using appropriate general office equipment (i.e., computer, printer, copy machine, calculator, multi-function telephone, etc.).
- Use basic computer word processing applications (e.g. Microsoft Office suite).
- Type quickly (~70+wpm) and accurately.

- 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.
- Recognize and respect diversity and work effectively with peoples of other cultures.
- Understand and execute both basic and complex directions.

Personal Qualities

1. Demonstrated commitment to public service and STL Partnership's mission.
2. Self-motivated and able and willing to manage the job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interpersonal Characteristics

Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STL Partnership currently offers a hybrid remote/in-office work environment.

Compensation and Terms

Commensurate with experience, we offer a competitive base salary and a culture that fosters and supports creativity and innovation. STL Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; retirement plan options; and access to a free, updated fitness center in our downtown Clayton office building. This is a full-time, non-exempt position under the Fair Labor Standards Act. This position is currently hybrid.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit our website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

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

Accredited Economic Development Organization



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.