The Greater Cleveland Regional Transit Authority (RTA) located in Cleveland, Ohio, is searching for a talented legal secretary to join its Legal Affairs Division. Reporting to the Office Manager this legal professional has a great opportunity to assist our in-house legal team with administrative duties.

RTA is a financially-sound transit agency that is nationally recognized for the quality of services it provides and for its innovative management practices. It offers a wide range of comprehensive benefits and programs to support the health and wellness of employees and family members including Health Benefits and a very attractive pension plan.

Duties:
This position works independently under the direction of the Deputy General Counsel, Administrative, Labor and Transactional Law, and under the supervision of the Office Manager. Performs such duties as required by the Legal Department Support Staff Handbook.

The Legal Secretary for the Administrative & Labor Law Section is responsible for public records requests, labor arbitrations, unemployment hearings and matters that come before the State Employment Relations Board (SERB). Dockets dates of all hearings and responses to be filed with any administrative agency, type appropriate responses as may be required. Processes subpoenas for records and the appearance for RTA personnel. Notifies district and employee of court dates and processes payment for operators and other employees. Maintains logs, files RTA responses, and schedules arbitration dates. Process public records requests. Maintain files and logs. Obtain requested information and/or videos. Prepare correspondence. Types briefs, memos, weekly reports, and letters in response as may be required by administrative agencies. Maintains attorney schedules and dockets. Performs general filing duties and all administrative and secretarial duties as assigned. Works independently and under the direction of the Deputy General Counsel, Administrative, Labor & Transactional Law. Examples of administrative and secretarial duties: i.e. answer telephone calls; respond to visitors; prepare reports, process mail, public records requests, subpoenas; perform general filing duties; follow record retention process in the archiving, retrieval of documents and destruction of documents; and performs other duties of a similar nature as may be required.
This position will also assist other sections as necessary (i.e. Litigation, Transactional, Office of Equal Opportunity and General Counsel, Deputy General Manager for Legal Affairs). Cross-sectional coverage includes, but is not limited to, record workers’ compensation hearings, maintain logs and files for contracts, and interaction with ADA customers.

Minimum Requirements:
Applicants must have a high school diploma or its equivalent. Applicants must five (5) years’ experience as a legal secretary. Must have knowledge of legal terminology and familiarity with duties such as composing and drafting briefs, memos, letters and reports, scheduling appointments and calendar maintenance. Applicants must type 65-70 WPM. Applicants must be skilled in using Microsoft Office software (i.e. Word, Excel, PowerPoint, Access). Bilingual abilities are a plus.

Working Conditions:
The working conditions described below are representative of those an employee encounters while performing the essential functions of the job.

Environmental Conditions:
This person will work predominantly in an office type environment.

Physical Demands:
While performing the duties of this job, the employee is regularly required to sit for up to 8 or more hours per day. The employee is frequently required to see, hear and speak. The employee may be required to work at a computer video display terminal for more than 5 hours a day.

Mental Demands:
Reading, studying, focused listening, auditing, inspecting, proofreading and evaluating. Ability to give, receive and analyze information and prepare written materials. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data.

AN EQUAL OPPORTUNITY/ADA EMPLOYER/DRUG FREE WORKPLACE
AN EQUAL OPPORTUNITY EMPLOYER

APPLICANTS WHO DO NOT PASS THE WRITTEN EXAMINATION, PERFORMANCE ASSESSMENT(S) AND/OR INTERVIEW MUST WAIT SIX (6) MONTHS TO REAPPLY AFTER THE INITIAL WRITTEN EXAMINATION DATE.

Compensation: $35,535-$47,083

How to Contact: Apply Online at http://www.riderta.com/career-opportunities

Seeking:
CVCC Alumni, Adult /Job Seeker