

JOB OPENING NOTICE

Position:

ADMINISTRATIVE ASSISTANT
Legal Department – Concord, CA Headquarters
Group 4 - \$35.72 per hour
40 Hours - Monday through Friday

OVERVIEW

Operating Engineers Local Union No. 3's Legal Department is a small, congenial office looking for a legal assistant to support the Union's House Counsel and Associate House Counsel in a variety of administrative duties.

GENERAL SUMMARY

The position requires a solid clerical background and basic knowledge of legal terminology and procedures necessary to perform legal administrative and support duties. Successful candidates must be skilled in Microsoft Office Suite and possess effective writing and proofreading skills. The ideal candidate will work collaboratively with legal department staff and interact professionally with staff in other departments and members of the Union. Knowledge and/or affinity with labor unions is a plus.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Receive and process all incoming mail.
- Answer phones and screen all incoming calls.
- File maintenance including opening, closing, scanning, and indexing files.
- Calendar hearing dates and relevant dates pertaining to cases and administrative events.
- Draft correspondence and perform other legal administrative work as assigned.
- Draft and file documents with various administrative agencies including the NLRB, PERB and SPB.
- Back up Grievance Coordinator when absent.
- Assist Political Director with a variety of administrative tasks as requested.

EXPERIENCE

Minimum of two (4) years of clerical experience and one (1) year experience in a legal environment. Knowledge and/or affinity with labor unions mission is a plus.

KNOWLEDGE AND SKILLS

- High level of professionalism and demonstrated ability to handle confidential information.
- Strong organizational and time management skills, with excellent attention to detail.
- Excellent written and verbal communication skills.
- Must have the ability to be assertive when appropriate.
- Must be proficient in Microsoft Office Suite Skills (Excel/Power Point/Word/Outlook).

Pursuant to the OPEIU Local 29 contract, we will first consider applications from current employees, then applications from OPEIU Local 29 referrals, then from other sources.

Excellent union benefits including medical, dental and pension. EOE M/V/F/D employer

Please submit your resume and cover letter to jobs@oe3.org by **5:00 p.m. on Friday, September 6, 2024.**
Resumes without cover letters will not be considered.