

Job Opening

Job Posting: 03/09/2020

**Application Period: 30 Days or Until
Position is Filled**

JOB TITLE: Executive Assistant to the EVP, Legal and General Counsel, ESD

LOCATION: NYC

DEPARTMENT: Legal

BASIC FUNCTION:

Oversee the daily administrative functions of the Legal dept., including supervising the secretarial staff, to assure the efficient functioning of the department. Act as liaison among the administrative support and professional staff and perform a wide range of administrative duties. Perform assignments requested by the General Counsel ("EVP/GC") and Deputy General Counsel.

WORK PERFORMED:

- Perform a wide range of administrative and secretarial duties, including the preparation and tracking of contract and commitment request approval packages; time sheet review; assistance with annual performance review materials and communications with outside counsel in connection with financial statement preparation, maintain legal department vacation calendar
- Initiate and maintain organizational and tracking systems, including filing systems, attorney assignment and project lists; and logs tracking correspondence, contract reporter exemption requests and requests for in-house ethics opinions
- Supervise administrative assistants and coordinators
- Coordinate and distribute the work overflow within the department
- Work on confidential matters for the EVP/GC & Deputy GC
- Respond to certain correspondence at the request of the EVP/GC & Deputy GC
- Schedule and coordinate meetings and maintain EVP/GC & Deputy GC calendars
- Advise staff of policies and procedures relating to job performance
- Liaison between Legal dept. and the Administrative Services, Contracts Administration and MIS Dept's
- Work closely with the EVP/GC & Deputy GC on special projects, coordinate reports, etc.
- Interview secretarial candidates
- Coordinate support staff vacation schedules to ensure proper coverage in the Dept.
- Serve as overseer for the Legal dept. and keep department head abreast of any problems/developments

EDUCATION & REQUIREMENTS:

Education level required: Associate Degree in Business Administration or related field. Extensive direct experience can substitute for degree requirement.

Knowledge /Skills Required: 5+ years of progressive administrative and/or business related experience and senior executive administrative experience; Supervisory experience. Must be proficient in computer applications: MS Outlook, Excel, Word and PowerPoint. Must have excellent ability to multi-task and perform adequately under pressure

Must have excellent oral and written communication skills; plus excellent telephone etiquette. Must be able to handle confidential matters discreetly. Experience in a legal office a plus.

APPROXIMATE HIRING SALARY: \$58,500 – \$60,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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