GRADE: 9
DIVISION: DIRECTOR'S OFFICE- Legal & Risk Management

POSITION SUMMARY:
Primarily responsible for providing efficient, and comprehensive administrative support to Legal Services and Risk Management.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
The following list of job functions represents the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:
1. Performs administrative support for the Legal Counsel and members of the Legal team and Risk Management; composes and/or prepares correspondence, reports, and other materials in accordance with office procedures and policies.
2. Prepares encumbrance requisitions, supply requests, purchase orders and other necessary personnel and administrative documents, as needed.
3. Develops and maintains program-specific databases, spreadsheets, and reports including CMF requests, HIPAA issues, FOIA, Incidents, Subpoenas and Medical Records requests.
4. Uses Legal Software and Microsoft Office products, including Outlook, PowerPoint, Access, Excel, and Word with proficiency, speed, and accuracy to accomplish tasks. Has the ability and willingness to learn other new software applications.
5. Receives program calls and inquiries; maintains paper and electronic legal files.
6. Tracks contracts and service agreement expiration dates and monitors throughput.
7. Makes travel arrangements; arranges interviews, appointments, and conferences as needed.
8. Responsible for required activities to ensure compliance with the Open Meetings Act including posting of notices and agendas and maintenance of the Board of Health and Committee Record books.
9. Operates various office equipment and makes appropriate technical repair requests; orders and maintains program’s supplies; and retrieves and disseminates mail.
10. Participates in staff meetings and quality assurance activities.
11. Completes required training in support of assigned duties and responsibilities.
12. Other duties as assigned, including those required to fulfill activities in support of public health emergency operations.

SECONDARY JOB FUNCTIONS - NON-ESSENTIAL:
1. Provides assistance to other members of the Director’s Office, as needed.
2. Assists with Board of Health duties.

QUALIFICATIONS / SPECIFICATIONS:
Education: High School Diploma or equivalent required. Associates degree or relevant college coursework preferred.
Experience:
- One year of related administrative support experience required.
- Prefer two to three years of progressively responsible administrative work, preferably in a Legal office.

Knowledge and Skills:
- Ability to maintain confidentiality and protect legally sensitive information.
- Excellent communication skills are required in communicating effectively with all levels of participants and employees.
- Must be highly motivated and capable of working under demanding time constraints with minimal supervision.
- Proficient in Microsoft Office including Word, Excel, Access, PowerPoint, and Outlook with knowledge to write formulas and use functions and filters.
- Excellent interpersonal and communication skills.
- Knowledge of proper English usage, spelling, punctuation and grammar.
- Skills in concentrating and paying attention to detail, spelling, and writing legibly.
- Excellent skills in planning and organization of multiple duties.
- Skills in concentrating and paying attention to details.
- Ability to work cooperatively with people at all levels with respect and ability to respond appropriately in a variety of complex situations.
- Report to work promptly when scheduled.
- Be able to work under supervision and accept feedback.
- Relate effectively and work respectfully with diverse work groups.
- Ability to consistently perform well during times of increased work load.
- Set and meet deadlines.
- Ability to travel as needed to other locations.
- Ability to follow oral and written directions and work effectively with others as a team.
- Ability to solve practical problems and interpret instructions.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:
- Regular internal contact with Legal and Risk Management team members and other members of Director’s Office and department.
- Occasional contact with community members

PHYSICAL EFFORT:
This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines. Lifts materials, boxes of records, and equipment weighing up to 25-30 pounds; stooping, bending, and squatting while retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for an extended period of time.

SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:
Direct Supervision – None.
Indirect Supervision – None.
Budget/Money/Materials – Responsible for assigned computer hardware and software.
Reports to – Legal Counsel
WORKING CONDITIONS:
No unusual working conditions.

SPECIAL REQUIREMENTS:
- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: Non-Exempt