

**JOB OPENING**  
**January 27, 2014**

**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:**

- Associates college degree or secretarial business school graduate
- 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 legal office a plus

**APPROXIMATE HIRING SALARY:** \$42,194 - \$52,742

**INQUIRE**

Ruth Parris, HRIS Specialist & Sr. HR Coordinator, ESDC

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

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