



**LEGAL ASSISTANT I (Confidential)
Based in Hartford, Connecticut**

About Us:

Connecticut Education Association is a dedicated educators' labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

The Connecticut Education Association (CEA) is seeking applicants for the position of Legal Assistant I (Confidential).

CEA desires an individual to support the work of Member Legal Services and our members. In this capacity, the ideal candidate schedules appointments; screens calls; gives information to callers; reads, routes, and/or responds to incoming mail; types and/or operates personal computer to record, edit, store, and revise and produce correspondence, charts, reports, manuals, statistical tables, forms, and other materials as may be necessary.

Experience Desirable

- Knowledge of legal typing and forms
- Knowledge of the clerical and filing requirements for the courts and administrative agencies.
- Knowledge of judicial and administrative agency procedures
- Knowledge of service and return requirements for legal process.
- Knowledge of Legal Department office procedures.

Required Knowledge, Skills, and Attributes

- Good working knowledge of CEA's goals and objectives as they relate to the assigned program area.
- Thorough knowledge of office procedures, with skills in organizing and prioritizing work efforts within the area for a manager and/or team of professionals.
- Thorough knowledge of English grammar, spelling, and punctuation for the purposes of composing and editing various routine documents, including correspondence and reports; and for verbal communication with co-workers and members, visitors, and others.
- Highly proficient skills in using computer software for the purpose of producing statistical tables, routine correspondence, charts, reports, and numerous other documents.

- Proficient skills in operating diverse types of office equipment, e.g., calculators, photocopying machines, and telephones.
- Knowledge of the format and clerical practices and procedures involved in the work including the terminology used for the purpose of drafting and/or typing numerous reports from rough draft.
- Skills in performing arithmetical computations and knowledge of CEA's voucher process and travel guidelines for purposes of preparing vouchers and posting financial transactions.

Educational Requirements

Prior experience as a legal assistant or paralegal required. Undergraduate or associate degree preferred.

Person (s) to Whom This Position Reports

This position reports to all three CEA Legal Counsel.

Pay and Benefits

The salary range is \$63,215 to \$81,012 annually determined by experience. We also offer medical, dental and vision plans, a retirement plan, and paid holidays, vacation days, personal days, and sick time.

Equal Opportunity

Connecticut Education Association is an equal opportunity employer, and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

Applications

Interested candidates should submit a letter of interest, resumé and complete contact information via email to Jenniferg@cea.org no later than November 20, 2023.