

Legal Assistant Job Description

OVERVIEW

Legal Assistants play a critical role supporting multiple small municipalities, mainly Municipal Utility Districts (MUDs), with the timely and orderly implementation of the MUDs' policies, processes, actions, filings, and other business. In their role, Legal Assistants provide direct substantive support to the Attorney responsible for each MUD.

RESPONSIBILITIES

- Direct client-facing interactions on a daily basis, including with experts in the fields of land development, engineering, operations of water, sewer, and drainage infrastructure, finance, etc.
- Attending (in-office and/or out-of-office) Board of Directors ("Board") meetings and drafting minutes of the Board meetings (some local travel required; some meetings may be held outside of normal business hours with morning or evening start times)
- Drafting agendas for Board meetings
- Substantive document drafting and processing, including: drafting Orders, Resolutions, and other documents for Board meetings; coordinating with Directors and other parties to obtain execution of documents; organizing and e-filing documents following Board meetings
- Researching, compiling, and analyzing information using internal resources
- Drafting professional correspondence
- Preparing and maintaining annual calendars of events, deadlines, and regulatory filings for multiple clients
- Monitoring compliance with contract terms
- Assisting with the sale of public bonds
- Assisting with elections held by the client
- Processing real estate matters on behalf of the client, including easements, deeds, annexations, exclusions, etc.
- Responding to (or coordinating responses from other consultants regarding) inquiries from Directors, residents, members of the public, consultants, and governmental agencies
- Accurate billing of time worked on client business on a daily basis
- Some industry and client networking
- Some administrative duties, including handling client mail, scanning, and copying
- Other duties as assigned

JOB QUALIFICATIONS

- Strong oral and written communication skills with emphasis on grammar, spelling, writing, and proofreading skills
- Ability to meet deadlines with strict attention to detail
- Must work well with limited supervision
- Ability to work independently on multiple projects
- Must have strong client and customer service skills
- Ability to communicate with a variety of people
- Must be willing to attend in-office or out-of-office morning, afternoon, or evening meetings
- Must be comfortable speaking to a group in a Board meeting setting
- Preferred experience attending meetings and taking Minutes; not required
- Experience editing documents
- Preferred background in English, Journalism, Legal Studies, Teaching, Project Management, or Public Administration

REQUIREMENTS

- Bachelor's degree
- Sitting at desk and conference tables for extended periods of time
- Often traveling to meetings offsite within the greater Houston area
- Must have reliable transportation for travel to out-of-office meetings

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