



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## EXECUTIVE ASSISTANT TO THE GENERAL COUNSEL

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| <b>Group-Section:</b> Office of the General Counsel | <b>FLSA Status:</b> Exempt<br><b>Bargaining Unit:</b> ACE | <b>Salary Grade:</b> 51<br><b>Job Code #:</b> VC13 |
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### JOB SUMMARY

This position provides primary support for the General Counsel. In this role, the position performs difficult, diverse and sensitive duties in support of the General Counsel's Office with a significant degree of independence, judgement and accountability for results. Responsibilities include composing and preparing correspondence, reports, and other written communications; serving as a point of contact on behalf of the General Counsel by receiving incoming calls from directors and members of the public, visitors, emails, and other correspondence; coordinating meetings and agenda items; scheduling, and arranging travel plans and preparing expense reports.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. Provide administrative services for the General Counsel requiring the exercise of independent judgment on complicated and difficult administrative matters involving sensitive and confidential information. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** Receives direction from the General Counsel.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems, providing instructions on work procedures, or providing instructions on behalf of their direct supervisor on various projects.

### JOB DUTIES

1. Communicates with staff on the General Counsel's behalf and coordinates logistics with high-level meetings both internally and externally; Provides support and assists in the tracking of work projects and the delegation of work assignments to help ensure smooth and effective operations.
2. Assists with the development of verbal and written reports and presentations; and prepares summaries of reports, memoranda, and documents for executive staff review.

3. Performs legal research using legal reference databases; collects data and completes research projects; analyzes issues and concerns and recommends innovative solutions; orders legal subscriptions and other necessary materials.
4. Conveys information between executive manager and directors, member agency representatives, officials, and staff.
5. Initiates follow-up procedures to ensure that projects and other tasks are completed and/or deadlines met including coordinating activities with others, and developing systems for tracking information, projects, and pending issues.
6. Manages complex calendaring of busy, fluctuating schedules that often conflict, includes adding, canceling and editing meeting requests, as well as ensuring timing and logistical details are in place; reminds manager of pending meetings and provides pertinent information. Arranges, plans and manages travel as needed including booking flights, hotels, etc.; and prepares expense reports.
7. Types, edits, and composes a variety of letters, memoranda, reports, charts, tables, legal forms, etc.; prepares agendas; transcribes minutes; composes documents from handwritten or verbal instructions; reviews documents for completeness and accuracy including proper format, grammar, spelling, punctuation, and adherence to policy and procedure; extracts and compiles data and other information for reports; and copies and distributes information.
8. Receives and screens phone calls, visitors, incoming correspondence, documents, and e-mails on behalf of the General Counsel; prioritizes and routes as appropriate; obtains and/or gives information; answers routine inquires; and explains or clarifies policies and procedures.
9. Develops, maintains, and manages accurate and organized manual or computerized filing systems; searches, locates, retrieves, and/or tracks files in order to provide requested information; and creates new files and filing systems when needed.
10. Examines, verifies, and organizes a variety of records and reports including budget documents, invoices, and regulatory reports.
11. May take and transcribe dictation, and summary and verbatim notes, to arrange and present the information in a clear and concise manner.
12. May be responsible for ordering of supplies and processing purchase requisitions.
13. May prepare legal documents and correspondence.
14. May serve as coordinator for a committee of the Board, including attending committee meetings, preparing official minutes and the Chair's report to the Board, and maintaining the official records of the committee.
15. May prepare the General Counsel's monthly Board report.
16. May serve as an Agent for Service of Process.

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17. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree from an accredited college or university and ten years of relevant experience; or a Bachelor's degree from an accredited college or university and eight years of relevant experience; or six years as a MWD Administrative Assistant III, Executive Assistant I, or Executive Assistant II.

**Required Knowledge of:** Current office procedures, methods and equipment including multi-line phones, copiers, facsimile machines, and computers; filing systems, business correspondence, report writing procedures, policies and operations with respect to functions performed; English usage, spelling, grammar, and punctuation. May require knowledge of the court system, including rules and procedures; legal terms, legal forms, and documents and their processing; and proper format of legal citations.

**Required Skills and Abilities to:** Independently perform complex administrative tasks; organize and carry out projects with minimal instruction; make sound work decisions in accordance with rules, regulations, policies and procedures; maintain confidentiality and use independent judgment; maintain and update records and files, including a wide variety of office records and reports of some complexity; assess and set daily work priorities; business systems and proficient in the use of Microsoft Office software; operate office equipment including computers and relevant supporting applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public. May require skills and abilities to type, format, file, and serve legal pleadings; independently perform complex legal secretarial work; interact with members of the Board, high-level officials, staff, outside counsel and opposing parties; use legal specific software.

#### **Certificates, Licenses and Registrations Requirements:**

None

#### **Desirable Qualifications**

- Possession of a legal secretarial certificate.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.