

EXECUTIVE LEGAL ASSISTANT

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Company: Arizona Official Website of State of Arizona

Location: United States

Category: legal

Job Summary:

The Arizona Attorney General's Office Civil Litigation Division/Bankruptcy and Collection Enforcement Section is seeking an Executive Legal Assistant to provide support to the Bankruptcy attorneys and paralegal in pursuing the collection and litigation of state debts in chapter 11, 12, 13, and 7 bankruptcies.

Remote Options: This position may be eligible for Remote Work two days a week.

Job Duties:

This position will prepare legal correspondence and pleadings, operate and maintain electronic case management system, manage maintenance of filing system, interaction with the public and client agencies, data entry, recordkeeping, calendaring, and copying.

Assist the Bankruptcy attorneys in opening and closing files; prepare and electronically file pleadings and claims; review incoming and prepare correspondence; communicate verbally, in writing, and electronically with internal and external contacts, including client agencies and debtors.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of official procedures sufficient to oversee the work of other secretarial and clerical employees.
- Knowledge of difficult transcription via shorthand and/or machine dictation.
- Knowledge of the policies/procedures of the immediate work unit, with strong awareness of

other units.

- Knowledge of technical legal terms and various legal forms/documents.
- Knowledge of the sequence of legal actions sufficient to answer variety of detailed inquiries.
- Knowledge of legal notices/forms sufficient to complete them from marginal notes, standards paragraphs, verbal/written instructions, and/or similar forms.
- Skill in handling detailed work with accuracy and speed.
- Skill in use of electronic court filing.
- Skill with Word and Excel programs.
- Skill in a wide range of administrative support functions.
- Skill in monitoring legal requirements and deadlines.
- Skill in composing a wide variety of complex legal correspondence, petitions, briefs, legislative measures, legal opinions, etc.
- Skill in responding to a variety of complex inquiries concerning the progress of legal actions.
- Skill in providing advice regarding proper procedures.
- Skill in responding to the public with tact, diplomacy and appropriate timely information.
- Skill in basic office machines and technology.
- Ability to work well in challenging and fast paced work environment.
- Ability to respond well to changing priorities.
- Ability to regularly demonstrate a professional, positive and supportive attitude.

Selective Preference(s):

Two years of bankruptcy experience.

Pre-Employment Requirements:

- Travel may be required for this position. A valid Arizona Driver's License is required, along with consent to have your driving record run periodically.
- All applicants under serious consideration for hire with the Attorney General's Office are required to be fingerprinted by the Office and complete a criminal background check through State and Federal agencies. A job offer cannot be tendered until the candidate has successfully passed the initial background check. Your record does not automatically constitute a bar to employment. Factors such as, but not limited to, age at time of offense and age of offense, as well as the relationship between the offense and the job for which you apply will be taken into account.

All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

Benefits:

The Attorney General's Office offers a comprehensive benefits package to include:

Student Loan Assistance

Sick leave

Paid Parental Leave-Up to 12 weeks per year paid leave for newborn or newly-placed foster/adopted child (pilot program)

Vacation with 10 paid holidays per year

Health and dental insurance

Retirement plan

Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

For a complete list of benefits provided by The State of Arizona, please visit our Retirement:

- Positions in this classification participate in the Arizona State Retirement System (ASRS).
- Please note, enrollment eligibility will become effective after 27 weeks of employment.

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Cross References and Citations:

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