

**Doyon Utilities, LLC
Job Description**

JOB TITLE	Legal Assistant	LOCATION	HDQ Administration
REPORTS TO	HR Director	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F/8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	08/08/2019

POSITION OBJECTIVES: The Legal Assistant provides corporate legal support to the General Counsel and senior-level administrative and clerical assistance for the Administrative Department. Success in this role requires the employee to be proactive, meet deadlines and communicate effectively. It is estimated that work time will be split between Administrative support and General Counsel support unless the Company is involved in active litigation or regulatory matters.

The primary administrative duties and responsibilities include organizing daily calendars and scheduling meetings, creating reports, supporting the company’s document retention and tracking initiatives, making complex travel arrangements, facilitating internal communication, improving and troubleshooting staff processes and activities, and reviewing and recommending changes to company policies.

The primary activities in supporting the General Counsel include developing case information; tracking cases and matters; and providing support during administrative hearing proceedings.

MAIN ACTIVITIES:

1. Administrative Duties/Responsibilities.
 - a. Perform office and administrative duties to assist management, such as managing calendars, organizing files and making complex travel, meeting and event arrangements.
 - b. Create, edit and proofread letters, legal documents, and memos.
 - c. Lead or assist with large projects that may include Company presentations for internal or external purposes, and Company initiatives.
 - d. Support Human Resources (recruiting, document preparation, file management and other administrative tasks) as needed.
 - e. Prepare reports.
 - f. Attend meetings and take detailed notes.
 - g. Support document retention and organization efforts of the Company, including placing materials into SharePoint.
 - h. Answer incoming and placing outgoing calls.
2. Corporate Legal Support.
 - a. Assist in all civil or regulatory litigation matters handled internally or by outside counsel.
 - b. Keep departments informed by maintaining contact and communicating matter progress.
 - c. Assist in corporate transactions, including assembling and monitoring contract review requests and preparing initial drafts of corporate filings.
 - d. Completes legal department filing, including electronic filing.
 - e. Track costs of outside counsel.

3. Litigation Support. The Company participates in administrative adjudications approximately every two to three years. This requires effort prior to materials being filed with the agency, as well as litigation in the normal course of the agency proceeding. Litigation duties include:
 - a. Keep cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database; confirming case status with attorney.
 - b. Support case preparation by preparing case summaries and materials for mediation conferences; preparing, monitoring and obtaining discovery responses; and organizing materials for team case review.
 - c. Enhance hearing proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
4. Support organization goals by accomplishing diverse projects and tasks; explore opportunities to improve office processes and functionality.

OTHER DUTIES

Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SKILLS AND QUALIFICATIONS:

1. Report writing
2. Research
3. Legal Administration
4. Litigation
5. Client Relationships
6. Organization
7. Planning
8. Attention to Detail
9. Corporate and Customer Confidentiality
10. Dependability

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.

ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND TRAINING:

1. High School diploma or equivalent required; college level courses in business and/or computer science preferred.
2. Experience with Microsoft and Adobe applications preferred; successful candidate should expect to become proficient in this software.
3. Four years of progressive advancement in a professional office environment.

Employee Signature

Date