



UNITED PLANNING ORGANIZATION

POSITION: Legal Secretary
DEPARTMENT: Office of the Vice President of Legal Affairs & General Counsel
BULLETIN No: 11092011
SALARY RANGE: \$48,000 - \$60,000 annually
OPENING DATE: 09/22/2011
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

Brief Description: Assists the attorneys in the Office of Vice President of Legal Affairs & General Counsel with secretarial duties utilizing legal terminology, procedures and documents. Prepare legal papers and correspondence, and assist with legal research. Provide high-level administrative support. Provide information-management support for ongoing operations of the Office; and representing the Office to vendors and others.

Minimum Qualifications: Associate Degree and five years of responsible relevant secretarial experience in an administrative position or law office; or completion of qualifying legal secretary or legal assistant course work in a recognized business school or college, and two years law office experience. Proficient in Word and Excel; highly organized, strong attention to detail, self-motivated, able to multi-task, and work independently. Strong communication, documentation and information technology skills; and possess integrity and discretion. Desired qualifications include Bachelor's degree and two years of progressively responsible experience in an administrative position in law office or paralegal training. Proficient writing, research, communicative, technology and analytical abilities; and use good judgment to make decisions appropriate to this level of responsibilities.

Other Requirements: In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI Fingerprinting, pre-employment physical examination and drug screening as applicable for the position.

This position is NOT in the collective bargaining unit.

**All applicants must apply in person at 301 Rhode Island Avenue NW,
Washington, DC 20001 – Human Resources**

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