

# LEGAL SECRETARY

**Department: Superintendent's Office**

**Reports to: General Counsel / Corporate Secretary**

## **Job Summary:**

Provides paralegal, secretarial and clerical services for the General Counsel's/Corporate Secretary's Office.

## **Qualifications:**

- College graduate
- Preferably, with a background in legal/paralegal training or as a legal secretary
- Excellent English communication skills, both verbal and written
- With skills and interest in creating/preparing and handling documents
- With skills in research, data gathering, and organization
- With skills in corporate house-keeping
- With skills in handling transactions with some government agencies
- With interest in keeping abreast on current news and events
- Confidential, discreet, trustworthy and reliable
- Ability to create a warm, welcoming friendly office environment
- Computer literate in a variety of applications
- Administrative and/or legal secretarial experience
- Willingness to work flexible hours

## **Key Responsibilities:**

- Assists in compiling, preparing and drafting all administrative and legal documents, contracts, pleadings, Board materials/reports, executive responses and other correspondence in consultation with the General Counsel/Corporate Secretary.
- Performs research as may be determined by the General Counsel/Corporate Secretary.
- Prepares legal compliance/reportorial requirements to the SEC, BIR, and other government agencies and legal courts in consultation with the General Counsel/Corporate Secretary. This may include attending consultations at said government offices.
- Assists in notarial functions of the General Counsel/Corporate Secretary.
- Coordinates all Board, Board committee and Members' meetings in consultation with the General Counsel/Corporate Secretary.
- Organizes all events for the Board, in consultation with the General Counsel/Corporate Secretary.
- Attends meetings and prepares action items for the General Counsel/Corporate Secretary, the Board of Trustees and Board committees.
- Records and prepares Minutes of all Board, Board committee and Members' meetings as well as actions/decisions items in consultation with the General Counsel/Corporate Secretary.
- Responsible for the organization and safekeeping of all corporate records of the School and assists in maintaining corporate housekeeping.
- Ensures strict confidentiality of all records and correspondence of the Board of Trustees and the General Counsel/Corporate Secretary.
- Keeps an updated schedule of meetings and hearings for the General Counsel/Corporate Secretary.
- Performs any additional duties assigned by the General Counsel/Corporate Secretary, the Superintendent and the Board of Trustees.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.