Job Vacancy
Legal Secretary

Applications are invited from suitably qualified persons for the post of **Legal Secretary** at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education (Caribbean).

The Legal Secretary will offer support to the Legal Aid Clinic by serving as the public's initial contact with the Clinic and performing general clerical and secretarial duties.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE
1. Associate degree or relevant professional certification; and
   At least three (3) years' relevant work experience or;
2. Three (3) years previous experience in an acting or interim administrative/secretarial role at the Law School, as well as a demonstrated proficiency in English, written and spoken.
3. Paralegal training would be an asset.

Knowledge
1. Sound knowledge of modern office procedures and methods, including telephone communication, office systems and record-keeping.
2. Sound knowledge of modern business communication, including style and format of letters, memoranda, minutes, and compiling reports.
3. Working knowledge of practice management software systems to support the practice of law.

Skills
1. Demonstrated computer literacy and proficiency in the use of Adobe scanning software and Microsoft Office Suite with an emphasis on Word, Excel, Outlook, Publisher and PowerPoint.
2. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
3. Very good interpersonal skills, with the ability to relate effectively to persons at all levels.
4. Good problem solving and analytical skills.
5. Demonstrated ability to be flexible and to appropriately respond to changing circumstances.
6. Strong oral and written communication skills.
7. Strong organisational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
8. Ability to work independently as well as within teams.

Attitudes
1. Exercises a very high level of confidentiality at all times.
2. Demonstrates tact and diplomacy and discretion in all forms of communication
3. Is a self-starter, self-motivated, hardworking, responsible, accountable, and energic and has a positive approach to work and other activities of the Law School.
4. Is able to work under pressure while exercising patience and tolerance.
5. Pays keen attention to detail and accuracy in work.

Clerical
1. Receives and screens visitors and incoming telephone calls, places outgoing calls for attorneys, and takes accurate written messages when applicable.
2. Monitors visitor access confirms their appointments with relevant staff members and responds to general visitor enquiries.
3. Conducts daily review of social media for the Legal Aid Clinic and responds to all enquiries.
4. Liaises with the relevant department/unit to promptly obtain funds for client payments.

5. Creates and maintains log of incoming and outgoing mail, save for electronic mail.
6. Ensures copies of various forms utilized by students in the Clinic are copied and supplies of copied forms are replenished.

Secretarial
1. Provides general secretarial and administrative support to Tutor and Pupils.
2. Ensures daily student attendance records are forwarded to the Office of the Registrar in a timely manner.
3. Assists the Executive Legal Secretary with preparation of Student Manuals and the organization and filing of internal documents for the Clinic as required.
4. Works closely with the Executive Legal Secretary to provide support for the planning of Clinic events, including lectures, conferences, and/or other similar activities.
5. Collects client legal fees and other moneys and issues receipts, maintains record of all funds collected, notes and updates individual client files to reflect receipts, payments and disbursements of money, and prepares monthly report of client funds held.
6. Assists with the planning and execution of the logistics for the various meetings of committees of the Law School and the Council of Legal Education.
7. Assists students with the administrative aspects of client file maintenance.
8. Assists with the development and maintenance of appropriate filing systems for the Clinic and works closely with the Executive Legal Secretary and the Law Clerk/Paralegal to ensure client files are properly logged and stored.

Professional
1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Is compliant with the Council of Legal Education Regulations and EDLS organizational policies
4. and procedures.
5. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
6. Promotes healthy working relationships with co-workers and external stakeholders.
7. Builds rapport to establish and maintain effective relationships with students, staff, clients, and the general public in order to gain their trust and respect.
8. Represents the Legal Aid Clinic and Law School in a friendly, courteous, and professional manner.

Other duties
1. Provides relief for administrative and technical staff on vacation or out-of-office.
2. Acts as Custodian of petty cash in the absence of the Executive Secretary.
3. Assists with the invigilation procedures at examinations.
4. Performs other job-related duties that may be required to support the strategies of the Clinic's Operational Plan.
5. Assists with various Law School events as required.

<u>The Application</u>

A letter of application, curriculum vitae and supporting documents, a police certificate of good character and references from three (3) referees should be emailed not later than **Monday August 05, 2024,** to HR@edls.edu.bs.

The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.