



THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

Title: Junior Legal Assistant

Annual Salary: \$75,798.00 (\$70,000.00 base salary + \$5,798.00 FICA Reimbursement)

FLSA Status: Exempt

Employer: Joint Industry Board of the Electrical Industry

Department: Legal Counsel - Delinquent

Reports to: General Counsel, Counsel

Location: Flushing, NY – Full Time - Onsite

Vacancy: 1

To Apply: send your resume to JIBHR@jibei.com

SUMMARY:

The Joint Industry Board of the Electrical Industry (JIB) was established in 1943 by the International Brotherhood of Electrical Workers, Local Union No. 3 and employers affiliated with the National Electrical Contractors Association. Its mission is to promote harmony between employees and employers, administer benefits for members and their families and improve competitiveness through progressive management, education, training, and technology.

JOB DESCRIPTION

The Joint Industry Board of the Electrical Industry is seeking an experienced Junior Legal Assistant to support a busy Legal Department by providing competent and efficient Junior Legal Assistant functions. Reporting to the General Counsel & Counsel, under supervision, the Junior Legal Assistant will be responsible for various duties, including, but not limited to:

- Work with other JIB Departments, contractors, and third-party 401(k) recordkeeper to ensure benefit contribution payments are received and weekly benefit payments are processed;
- Assist in scheduling arbitration hearings, preparing litigation exhibits, and communicating with arbitrators and outside counsel;
- Analyze, calculate, and compute balances owed by delinquent contractors, including weekly benefits, interest, and legal fees.
- Perform a wide range of administrative general office duties (filing, copying, scanning, typing basic letters and memos, mailing, proofreading, organizing files/records), including those of a confidential nature;
- Responsible for answering office phones, promptly and if necessary, taking clear and concise messages or direct calls;



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- Keep log of daily checks received;
- Assist with E&C student loans and payments agreement and outside counsel enforcement;
- Additional general office/clerical duties/special projects/job workups as may be assigned as needed.

Work Environment

This job operates in a professional legal office environment. This role routinely uses standard office equipment such as printer, scanner, desktop computers, phone, photocopiers, and fax.

Physical Demands

Sedentary work environment with physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This would require the ability to operate office equipment, phone, scanner, computer, lift small files/folders, open filing cabinets and bend or stand as necessary.

Position Type/Expected Hours of Work This is a full-time onsite position. Days and hours of work are Monday through Friday, 8:30AM to 4:30PM

This is a non-union position.

Travel No travel is expected for this position.

Required Experience, Skills, and Qualifications

- Minimum of three years' experience working in a fast-paced clerical or legal environment
- College Graduate preferred;
- Proficiency with Microsoft Office Suite; Excellent MS Excel and MS Word experience is required
- Excellent writing and communication skills with the ability to effectively work with different departments on various legal issues across multiple disciplines and practice areas, be able to work independently and as part of a collaborative team, and handle multiple assignments;
- Research skills, familiarity with legal documents and terminology
- Attention to detail and organizational skills required
- Experience with Filemaker and System 2 preferred

Other Duties/Special Projects

Please note this job description is not designed to cover or contain a comprehensive listing of 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.



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Top benefits:

As a team member at the Joint Industry Board, you will enjoy:

- 401(k) – Employer contributes an amount equal to 10% of your base rate of pay to your 401(k) without mandatory matching, vested immediately before FICA gross reimbursement.
- Retirement plan – Two (2) Defined Pension Plans subject to vesting and age requirements, fully funded by employer.
- Basic Pay + FICA reimbursement (Social Security and Medicare Tax reimbursed as weekly added to compensation) = total weekly compensation
- After completing 26 weeks of full-time employment from permanent hire date-Free health, dental, and optical insurance - funded by the employer, NO employee premium coverage thru MagnaCare PPO
- HRA, funded by employer
- Paid Jury Duty*
- Paid Time Off
- Paid Vacation
- 11 Holidays
- Life Insurance