



JOB TITLE: LEGAL ADMINISTRATIVE ASSISTANT

Awarded as a Top Workplace in Austin consecutive years, Texas REALTORS® is a destination for employees who want to work on a team of fun and engaging people. With a great workplace and top-notch benefits, we're eager to welcome great people to the REALTOR® family.

Texas REALTORS® is a member-service organization, serving over 160,000 real estate professionals throughout the state. The association staff functions as a team to provide exemplary service to the members through a variety of benefits and services. Texas REALTORS® prides itself in providing a rewarding work environment centered around our core values of service, collaboration, ownership, integrity and respect.

Texas REALTORS® mission is to advance REALTORS® and the communities we serve through advocacy, professionalism and resources.

The organization is seeking a dedicated, goal-oriented individual to join our team as **Legal Department Administrative Assistant** who reports to the Vice President of Legal Affairs/General Counsel and provides administrative support to a team of 10 in-house attorneys..

This is a full-time position in Austin, Texas.

Salary: We offer a competitive salary based upon experience and qualifications. Employees also receive an extensive array of benefits.

Contact: Send resumes and cover letters to Vice President of Legal Affairs/General Counsel Lori Levy at llevy@texasrealtors.com.

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

- Communicate orally and in writing with association staff and members, as well as vendors and the public
- Prepare meeting agendas, materials and minutes
- Respond to member inquiries regarding legal department products and services
- Prepare final version of contracts and agreements for signature and maintain association contract management system
- Manage the forms library including implementing forms updates, serving as the vendor liaison, and monitoring compliance
- Coordinate hotline schedule for all attorneys and track call volume
- Organize and maintain association legal files, particularly governance documents
- Perform case law and other online searches, as directed by an attorney
- Provide administrative support to the disaster relief application process, legislative bill tracking, staff expense processing and other areas as directed
- Schedule professional development events for department
- Serve as back up for main line phone coverage for association
- Other administrative duties as tasked

SKILLS AND QUALIFICATIONS

- An associate degree or equivalent from a two-year college; or at least three (3) years' experience as an assistant performing general or legal office responsibilities
- An excellent ability to multitask and problem-solve
- Excellent written or oral communication skills
- Exceptional listening skills and patience

OTHER INFORMATION

- Benefits include insurance, paid time off
- Hybrid in-office and work from home opportunities
- Some travel required