



## **CAREER OPPORTUNITIES**

### **TC Legal Secretary - Employment Law**

**LOCATION Manhattan - Midtown**

**JOB ID: 91352**

**APPLICATION DEADLINE: November 6, 2017**

Metro-North Railroad reserves the right to remove this posting prior to the Application Deadline.

MTA Metro-North Railroad is a dynamic organization, operating out of the jewel of New York City, Grand Central Terminal. We provide service to over 82 million customers annually, traveling in and out of New York and Connecticut. A subsidiary of the Metropolitan Transportation Authority, Metro-North Railroad is the busiest commuter railroad in the nation. MTA Metro-North Railroad strives to provide a safe commute, great service to its customers and rewarding opportunities to its employees.

#### **RESPONSIBILITIES**

Case management including setting up files for new matters; obtaining all pertinent documents; indexing of agency records; retrieving documents from department file system; maintaining court appearance calendar and discovery deadlines and copying responsibilities;

Finalize briefs and other court documents, assemble motions with exhibits;

Track and log activities of open cases and maintain related databases;

Assist in preparation of discovery requests (e.g., gathering documents from other departments, Bates stamping, organizing files);

Prepare drafts of routine discovery, correspondence and other word processing assignments;

Provide telephone coverage, schedule appointments for meetings and depositions;

Process invoices and expense reimbursements, settlement payments, expert witness fees, petty cash, and other payments;

Provide team coverage for other support staff as needed and under the direction of department's Manager of Admin;

Perform other clerical, secretarial and paralegal duties as needed.

#### **QUALIFICATIONS**

Detail-oriented with strong organizational skills and research capabilities.

PC skills (i.e., Microsoft Word, Access, Excel, PowerPoint).

Ability to work under pressure and manage several assignments simultaneously.

Strong verbal and written communication skills.

Must maintain confidentiality in dealing with sensitive information.

Ability to interact with all levels of Metro-North Railroad employees, as well as external agency personnel.

Ability to work with spreadsheets and databases

### **Required Education/Experience**

Minimum of a High School Diploma, General Equivalency Diploma (GED), or Test Assessing Secondary Completion (TASC).

Minimum three (3) years of increasingly responsible secretarial and administrative experience in a fast paced, dynamic environment.

Records management experience.

### **Preferred Education/Experience**

Associate's Degree or higher.

Legal secretarial experience and familiarity with legal terms and documents.

Paralegal training.

### **RATE OF PAY**

The starting rate for this position is \$23.84 (70% of the full rate). The annual wage progression scale is as follows: Year 1=70% > Year 2=70% > Year 3=75% > Year 4=80% > Year 5=85% > Year 6=85% > Year 7=90% > Year 8=100%. The 100% full rate of pay is \$34.06.

### **SELECTION CRITERIA**

Due to the competitive nature of the selection process, not all qualified candidates who meet the minimum requirements for the position are guaranteed an interview. To be selected for a position, one must meet the following criteria: (1) satisfy the minimum requirements listed in the job posting, (2) if applicable, successfully pass a written and practical exam, (3) satisfy a background investigation (including but not limited to, employment, education, and criminal history), and (4) pass a verbal interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing. Failure to pass any step within the hiring process will result in the disqualification of your application.

Additional Criteria for Current Employees: Current Metro-North employees must be in active service to be eligible for consideration. Agreement Employees applying for a position outside of their present craft are required to have worked in your current union for at least one (1) year preceding the Application Deadline to be eligible to apply for a posted position, and have completed the agreed upon formal training commitment, including on-the-job training or lock-in requirement, if applicable (for example: Signal Trainee, Foreman-In-Training, etc.). If you are transferring to another craft, you may be required to forfeit your seniority in your present union. Non-agreement employees must have worked in your current position for a minimum of one (1) year preceding the Application Deadline. Along with a background investigation (including but not limited to, employment, education, and criminal history), employees are also subject to an internal investigation, which includes an evaluation not limited to discipline records and performance assessments.

### **OTHER INFORMATION**

Applicants will establish seniority in the Transportation Communications International Union (TCU), the union representing Customer Service Representatives, in accordance with the union's current collective bargaining agreement.

As an employee of Metro-North Railroad you may be required to complete a New York State financial disclosure statement, if you earn more than \$95,534.00 or if you hold a position designated as a policy maker.

Effective September 2017, all full-time non-agreement personnel other than those directly involved with the movement of trains or delivery of service, or assigned to other emergency response teams, are required to serve in the Station Terminal Auxiliary Response (STAR) program requiring Terminal coverage for Grand Central Terminal (GCT) from 4:30 PM-7:30 PM one week per year or responding to

Station STAR duty during a service disruption, system-wide at various hours including nights and weekends. This program is designed to improve Metro-North's ability to provide customer service during emergencies that impact service delivery or other service disruptions that require staff to provide directions and information to MNR customers at GCT or outlying stations. Please note, hours worked during your participation week are subject to change.

We offer a competitive salary and a comprehensive benefits package.

**To Apply Online, Please Visit:**

**<http://web.mta.info/mta/employment/> Click on Metro-North Railroad, Select "Agree," then Search by Job Title.**

**MTA Metro-North Railroad is an Equal Opportunity Employer**