

## Summary

East Bay Community Energy (EBCE) is a new Community Choice agency formed to serve 600,000 customer accounts across Alameda County with an annual load of over 6 TeraWattHours and is seeking candidates to join our growing agency and assume the following responsibilities as a legal assistant. The legal assistant will work closely with the General Counsel and will be asked to perform the following duties:

- Typing including transcription, document correction, formatting
- Assisting with legal filings, documents and maintaining deadlines
- Coordinating case preparation
- Reading and reviewing reports/legal documents
- Maintaining the General Counsel's calendar
- Assisting with invoicing and tracking payments
- Setting up meetings, phone conferences, reserving conference rooms
- Maintains office supplies and ensuring office equipment functionality

**Culture:** EBCE fosters a culture of open communication, responsibility, curiosity, accountability and caring. As a small team, cultural fit is key to individual and team success.

**Start date:** The Legal Assistant Position is open until filled. Candidates should send a cover letter, resume with three references, answers to the questions below and a writing sample to [jobs@ebce.org](mailto:jobs@ebce.org) with "Legal Assistant".

**Location/Employment:** This position will be based in EBCE headquarters in Oakland. We are an equal opportunity employer and strongly encourage people of color, women and those who identify as LGBTQ to apply.

**Compensation and Benefits:** The salary range for this position is \$75,000 to \$124,500 depending upon the successful candidate's qualifications and experience. EBCE offers employee health and dental benefits as well as a retirement plan, paid vacation and sick time. Details will be available at the interview.

## Position Details

### About East Bay Community Energy

East Bay Community Energy (EBCE) is the community choice aggregator serving Alameda County and eleven of its cities under a Joint Powers Agreement. Once EBCE reaches full-scale, it will serve 600,000 customer accounts and over 1.5 million Alameda County residents. Details regarding the composition and responsibilities of EBCE's Board of Directors and Community Advisory Committee may be found online at: <https://ebce.org/about/>

EBCE's charter is to provide its customers with low carbon, cost effective electricity that integrates innovative energy products and maximizes local benefits through the development of local solutions, ranging from increasing access to rooftop solar to supporting the adoption of electric vehicles.

### Legal Assistant Essential Duties and Responsibilities

- General typing and formatting contracts, correspondence, regulatory filings, memos and resolutions
- Proof reading long and short documents
- Setting up meetings, phone conferences, travel and conference registration
- Submitting expense reports
- Managing electronic and paper files, setting up usable systems
- Manage the General Counsel's office and assist regulatory legal staff with administrative needs

### Desired Experience

- Minimum of five years of progressively responsible experience as a legal secretary in a public agency or law firm working on primarily transactional matters, but with some experience with Rules of Court and filing regulatory pleadings
- Good computer skills and competency with MS Word, MS Excel, MS PowerPoint, Adobe and Adobe Professional

### Competencies

- Computer skills: proficient in MS Word, MS Excel, MS PowerPoint, Adobe and Adobe Professional
- Analytical thinking: logical problem solving using a systematic approach
- Initiative: ability to work independently or as part of a team depending upon what the situation demands in an effort towards meeting job and project objectives in a timely manner; willingness to assume additional duties to assist EBCE
- Resourcefulness: employing the resources appropriate and necessary to completing the tasks at hand; thinking outside the box to address problems and find solutions
- Communication skills: effectively and professionally conveys information clearly both orally and in writing; good listener with an open mind towards others' ideas and suggestions

- A fast learner
- Ability to manage multiple tasks
- Excellent typing, proofreading, researching, and transcribing skills

**Working Conditions:** The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. EBCE will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

**Licenses/Certificates:** Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

**Submission Requirements:** Applicants must submit a cover letter outlining key qualifications and reasons for your interest, current resume including education, writing sample if applicable, and 3 professional references. Please email these documents and any questions to: [jobs@ebce.org](mailto:jobs@ebce.org).

*The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.*