Legal Assistant

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill a Legal Assistant position. As the oversight agency for the three transit Service Boards that provide two million daily rides throughout the six-county region, the Regional Transportation Authority (RTA) believes successful communications are essential to build and sustain support for public transportation.

Under the direction of the Deputy General Counsel, the position performs general administrative duties for the Legal & Compliance Department. The position also serves as the Records Officer and is responsible for the administration of the Regional Transportation Authority’s (RTA) records management policies and procedures set by the RTA and the Local Records Act. Additionally, the position is responsible for assisting the RTA Freedom of Information Act (FOIA) Officer with gathering and redacting responsive information to requests made to the RTA under FOIA.

Responsibilities include but are not limited to:

- Serves as the legal assistant for the Legal & Compliance Department and is expected to manage RTA litigation docket, filings, correspondence and claims. Manages discrete projects on an as-needed basis.
- Assists the General Counsel in preparing the legal department’s annual budget and forecast. Maintains department paper and electronic files, ensuring that all filing is up-to-date and accurate, facilitating quick and simple retrieval of materials. Provides administrative support to the Legal & Compliance Department and ensures the confidentiality of all Legal & Compliance Department information.
- Prepares, types, edits, produces and distributes reports, tables, correspondence and memoranda for final report documentation and/or presentation to other departments or outside agencies.
- Works with departmental records liaisons to explain records management procedures, policies and use of appropriate forms, as necessary.
- Manages the off-site records storage contract. Reviews invoices for accuracy. Maintains a retrieval system to gain access to records in storage. Coordinates and handles requests from staff for records to be sent to or retrieved from off-site storage.
- Works with RTA staff and representatives at the Secretary of State Local Records Unit to survey records that are unique to the agency in order to compile and implement accurate and current records retention and disposition schedules to be approved by the State.
- Assists in identifying records that can be destroyed in accordance with retention guidelines; approves the accurate and timely destruction of records by completing or reviewing Certificates of Records Destruction, pursuant to the Local Records Commission for the destruction of records.
- Under the guidance of the FOIA Officer, compiles and redacts requested documents and performs other duties as assigned by the FOIA Officer to assist with the timely production of FOIA responses.
- Stays abreast of administrative procedures to ensure compliance in preparation of expense reports, check requests, purchase requisitions, travel requests, invoice processing and other information as needed.

Knowledge, skills, and abilities equivalent to a Bachelor’s Degree in business or business-related field and/or paralegal certificate/degree required. Working knowledge of office word processing software. A minimum of three (3) years of progressively responsible experience in administrative and legal assistant activities including demonstrated interpersonal skills, excellent written and verbal communications skills. Knowledge and experience working with Record Retention programs and requirements. Must be highly skilled in Microsoft Office software applications especially Word and Excel. Must be able to effectively and accurately perform a wide variety of duties with minimal supervision in an organized, efficient and timely manner; and exercise sound judgment while working with confidentiality and discretion.

An Equal Employment Opportunity/Affirmative Action Employer
Legal Assistant

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com.

Salary Range: $46,000 - $55,000

Please submit a cover letter and resume to:
Regional Transportation Authority
Human Resources, Attn: 20-LA
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: https://rtaweb01prd.rtachicago.com/jobposting/?job=239