

Legal Assistant

Rancho Cordova, California

September 2018



The California Mental Health Services Authority (CalMHSA) is a Joint Powers of Authority (JPA), formed in 2009, for the purpose of creating a separate public entity to provide administrative and fiscal services in support of the County Members' Mental/Behavioral Health Departments acting alone or in collaboration with other counties.

Mission Statement

To provide member counties a flexible, efficient, and effective administrative/fiscal structure focused on collaborative partnerships and pooling efforts in:

- Development and implementation of common strategies and programs
- Fiscal integrity, protections, and management of collective risk
- Accountability at state, regional, and local levels

Purpose Statement

Promoting Efficiency, Effectiveness and Enterprise among Counties and Cities

Position Overview

We are seeking a full-time legal assistant to work in our Rancho Cordova Office. Qualified candidate will have a minimum of three years of experience as a corporate legal assistant. Experience with contracts a plus. Strong skills in Word and the ability to create and work in complex corporate documents required. Must be a fast learner who thrives on organization, attention to detail, is a self-starter, responsive, and team oriented. Must possess professional attitude.

We offer a competitive compensation package and collegial work environment. We are committed to creating a diverse work environment and are proud to be an equal opportunity employer.

Education and Experience

- Associate degree or completion of two years of college level courses preferred
- At least three years of experience as a secretary, assistant, or similar position in a corporate setting and/or equivalent education and experience

Compensation

The annual salary is dependent upon experience.

Benefits

- Medical paid 75% for employee
- Dental, vision, long term disability and life insurance paid 100% for employee
- 15–20 days of PTO per year (dependent on length of service)
- 11 paid holidays
- 401K with employer match
- Employee Assistance Program for employee and dependents

Application Process

1. Submit a resume to maya.maas@georgehills.com—no walk-ins please.
2. Resumes will be reviewed by HR staff and administration.
3. Phone screenings will be conducted by HR staff.
4. One to two in person interviews will be conducted with the supervising manager and other staff.
5. Candidates may be asked to complete an assessment related to the position for which they are interviewing.

