

The University of Akron
Classification Specification

Job Title:	Legal Assistant Sr	Job Code:	44402
Job Function:	Staff	Grade:	120
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	6/07

Job Summary:

Oversee all office functions while providing administrative and legal assistant support to the Vice President and General Counsel and Board secretary. Usually operates with great latitude for independent judgment and initiative.

Essential Functions:

30%-40% Maintain calendars, organize meetings, prepare agendas, coordinate special events and travel arrangements. Anticipate and prepare materials needed by the executive for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered.

30%-40% Summarize the content of incoming legal matters and other items, coordinates the gathering and preparation of incoming materials to be submitted to meetings regarding the Board of Trustees, highlights important parts or conflicts in materials submitted. Assemble data and prepares complex and/or confidential reports, and composes correspondence, organize information and track files of case documents, help prepare legal instruments, draft contracts, draft pleadings and motions to be filed with the court, obtain affidavits, investigate facts of cases and secure relevant information, help identify relevant laws, judicial decisions, legal articles, and other materials relevant to research needs of attorneys, etc. Assist with compliance requirements of Ohio's public records laws, including specifically, public records requests.

10%-20% Handle many routine and non-routine inquiries and complaints without referring them to the executive. Perform a responsible liaison function between executive and other employees or other departments.

10%-20% Maintain highly confidential and sensitive files. Update and manage computer databases, spreadsheets and file systems. Assist in monitoring the operating budget and attorney fees and expenditures. Maintain data files for tracking specific legal assignments, cases, expert witnesses and real estate acquisitions.

5%-10% Direct the support staff and supervises student assistants.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Paralegal or legal assistant education or training, or by comparable work experience under the supervision of an attorney, who can perform specifically delegated substantive legal work for which a lawyer is responsible.

Experience:

Requires a minimum of 6 or more years progressive work experience as a senior administrative assistant or administrative assistant, or paralegal or legal assistant. Requires a broad knowledge of university operations and policies, a general knowledge of the law or more specialized knowledge of different areas of the law, a high level of discretion, organization, and advanced computer skills. Strong interpersonal skills, problem-solving skills, and research skills required. Ability to adapt to new technology and work in a fast paced environment required. Supervisory skills preferred.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.