

The University of Akron
Classification Specification

Job Title:	Legal Assistant	Job Code:	44401
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	6/6/07

Job Summary:

Coordinate office functions while providing administrative and legal assistant support to the Office of General Counsel. Provide assistance in the planning and implementation of special events and projects. Frequently uses independent judgment in matters dealing with policies and procedures.

Essential Functions:

20% Research, collect, and interpret data for the purpose of providing information to others, developing programs, making recommendations, and preparing materials. Evaluate programs, provide input in the decision-making process, and administers new policies and programs. Organize information and tracks files of case documents, helps prepare legal instruments, draft contracts, drafts pleadings and motions to be filed with the court, obtains affidavits, investigates facts of cases and secures relevant information, helps identify relevant laws, judicial decisions, legal articles, and other materials relevant to research needs of attorneys, etc. Assist with compliance requires of Ohio's public records laws, including specifically, public records requests.

20% Direct the support staff and supervises student assistants. Maintain highly confidential personnel files and payroll records. Manage employee searches, recruits applicants and conducts interviews. Interpret policies/procedures and transmits the decisions and directives of the administration.

20% Maintain calendars, organize meetings, coordinate special events and travel arrangements, and compose correspondence. Update and manage computer databases and file systems. Utilize software packages and computer applications to create spreadsheets and documents.

20% Coordinate public relations activities for the purpose of responding to inquiries and complaints, furnishing information to the public, and providing explanations. Act as a liaison between the department and the university community

10% Perform necessary research and completes appropriate paperwork for the purchase of supplies, payment of invoices, and reimbursement of funds. Assist in the development of budget recommendations while maintaining record of budget expenditures.

10% Prepare various reports as requested by the department administration for the purpose of tracking expenses, evaluating project progress, analyzing departmental procedures, and recommending changes.

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 years experience in office/clerk procedures or work experience as a paralegal or legal assistant. Ability to take independent action as well as obtain general direction from departmental administrators required. Advanced computer knowledge including capabilities in word processing, spreadsheet, and database software packages required. Requires a general knowledge of the law or more specialized knowledge of different areas of the law. 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 experience 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:

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.

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.

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