

# CLASSIFICATION SPECIFICATION

## Assistant to the General Counsel

FT/PT Class Code: 5126, 5626      Pay Grade: B/C 12      FLSA: Non-Exempt      Rev. 07/01/16

**SUMMARY STATEMENT:** An incumbent is responsible for providing administrative, organizational, and paraprofessional support to the Legal Affairs office.

### NATURE AND SCOPE:

This is a single incumbent position. This position reports to the General Counsel and also provides administrative support for the Senior Legal Counsel and Legal Counsel. This position performs administrative and para-professional legal support services in a fast-paced and diverse legal department. Typical contacts include senior executive and management staff, employees throughout the College, officials at other State agencies, private attorneys and their support staff, Deputies Attorney General and their support staff, officials from other educational institutions, representatives of the Federal government, consultants, students, and the general public.

### PRINCIPAL ACCOUNTABILITIES:

*An incumbent may perform any combination of the below listed accountabilities:*

1. Gathers relevant information and prepares various legal and office documents such as: motions and supporting memoranda; notices; stipulations; affidavits and discovery documents such as interrogatories; requests for admissions; requests for production documents; correspondence; etc. Files legal documents, including electronic filing of court documents.
2. Drafts routine legal documents and reports. Reviews, organizes, and prioritizes incoming documents, correspondence and requests for legal services.
3. Provides administrative support for a team of Legal Counsel, including scheduling meetings and appointments and maintaining their calendars.
4. Creates, organizes and maintains office and legal files.
5. Answers telephones and e-mail for the legal department.
6. Conducts legal research using the Internet and other sources.
7. Reviews and summarizes legislation.
8. Ensures that the General Counsel's legal resources/library materials are kept up-to-date.
9. Develops and manages the Legal Department's annual budget.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

10. Coordinates assessment and planning for the Legal Department.
11. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the form and substance of legal documents, including citations to legal authority.
- ◇ Knowledge of the rules and procedures of local courts regarding document preparation and filing.
- ◇ Knowledge of legal research sources and methods.
- ◇ Knowledge of legal ethics to ensure confidentiality.
- ◇ Knowledge of interviewing techniques, office organization, and records management techniques.
- ◇ Skill in the preparation of legal documents.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to transcribe letters and documents from audiocassette.
- ◇ Ability to research, document, and summarize law sources.
- ◇ Ability to work well with others.
- ◇ Ability to gather information from internal and external sources and interviews.
- ◇ Proficiency in word processing, spreadsheet, and presentation software (e.g. Microsoft Office).
- ◇ Strong interpersonal, communication, and organizational skills.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

**MINIMUM QUALIFICATIONS:**

- ◇ Associate degree and four (4) years of relevant experience in a litigation practice, or other equivalent combination of education and experience.
- ◇ Experience preparing, filing, and accessing legal documents and court dockets (including electronic filing) at the State and Federal level.