

## The University of Texas at San Antonio

### *Job Description*

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Job Title: Legal Assistant  
 Code: 19049  
 Salary Grade: 59  
 FLSA Status: Non-Exempt  
 Department/Division: Legal Affairs  
 Reports To: In accordance with departmental policies

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### *Summary*

- Function: To provide professional skills in conducting research and analyzing data in support of the Chief Legal Officer and Associate Counsel.
- Scope: Responsible for gathering and analyzing information on a wide range of topics and preparing documents and reports.

### *Duties*

- Typical:
  1. Gathers and analyzes research on statutes, cases, codes, documents and other legal issues.
  2. Provides analysis and interpretation of data to the Chief Legal Officer, Associate Counsel and other high-level administrators. Makes recommendations, as appropriate.
  3. Drafts responses to external charges or demands and other legal documentation for attorney review. Coordinates and assists in the review of University contracts.
  4. Provides administrative support to University attorneys. Manages and prioritizes projects, organizes and coordinates meetings, events and training sessions.
  5. Compiles, reviews and organizes evidence, exhibits and documents. Serves as the point of contact for the gathering of information.
  6. Assists the Office of Legal Affairs in responding to and coordinating requests from the UT System, the State Attorney General's Office and other agencies regarding claims, lawsuits and legal matters.
  7. Prepares routine correspondence, forms, and documents.
  8. Creates and maintains files and data and suspense logs.
  9. Interprets policies and procedures, as required, and advises University personnel and committees on policies, rules and regulations.
  10. Performs other duties as assigned.

- Periodic:
  1. Attends litigation events, such as depositions, pre-trial conferences and civil trials to assist attorneys.
  2. Assists with special projects, as assigned.

### *Education*

<b>Required</b>	<b>Preferred</b>
Associate's degree or Paralegal/Legal Assistant Certificate.	Bachelor's Degree from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Demonstrated ability to communicate with employees at all levels of the organizational structure.	Certified Legal Assistant or Certified Paralegal through the National Association for Legal Assistants.
Criminal Background Check (CBC).	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of administrative support experience in a legal setting (four years of additional experience may substitute for the education requirement).	Similar experience in higher education or within the UT System and its component institutions.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computers and standard office equipment.	Demonstrated knowledge of on-line legal research tools.

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional travel to outside meetings and/or legal proceedings.
Ability to lift file boxes up to 50 pounds, with or without reasonable accommodation.	

### *Supervision*

<b>Received</b>	<b>Given</b>
Direct supervision from Chief Legal Officer.	May directly or indirectly oversee support

	staff.
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***Accuracy***

Proficiency in maintaining the highest level of confidentiality and professionalism in the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.