

The University of Texas at San Antonio

Job Description

Job Title: Senior Legal Assistant
Code: 19051
Salary Grade: 60
FLSA Status: Non-Exempt
Department/Division: Legal Affairs
Reports To: In accordance with departmental policies

Summary

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

Duties

- Typical:
 1. Researches statutes, regulations, cases and UT System rules and policies and identifies and applies the relevant authority to the situation.
 2. Assists in identifying and gathering relevant facts, and proposing solutions to issues raised.
 3. Assists in the review of contracts. Identifies key issues/concerns with wide variety of contracts. Mentors and guides contract professionals on campus to ensure transactions are properly documented and that contracts will satisfy all applicable requirements. Works with contract professionals to re-draft and negotiate business or operational provisions in contracts.
 4. Assists Legal team with research and review of documents, and interviewing of witnesses.
 5. Acts as back-up for department budget responsibilities.
 6. Compiles, reviews and organizes evidence, exhibits and documents. Serves as the point of contact for the gathering of information.
 7. 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.
 8. Interprets policies and procedures, as required, and advises University personnel and committees on policies, rules and regulations.
 9. Manages databases, files, and project and suspense logs for Counsel.

10. Performs other duties as assigned.
<ul style="list-style-type: none"> • Periodic: <ol style="list-style-type: none"> 1. Attends litigation events, such as depositions, pre-trial conferences and civil trials to assist attorneys. 2. Assists with special projects, as assigned.

Education

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

Other Requirements

Required	Preferred
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

Required	Preferred
Five 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

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

Working Conditions

Usual	Special
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

Received	Given
Direct supervision from Chief Legal Officer.	May directly or indirectly oversee support staff.

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.