Job Title: Legal Assistant I

BCAT Code: 09UX01
Pay Grade: G11
FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Assists the University Attorney and Associate or Assistant Legal Advisors in providing legal services to the University.

Examples of Duties
- Schedules and coordinates meetings.
- Drafts reports and correspondences.
- Reviews standard contracts.
- Maintains and updates clinical agreements and multiple contracts.
- Conducts legal research and information gathering.
- Coordinates invoice payments for various University rental properties.
- Prepares and files multiple University reports and Basic Output Reports (BOR).
- Coordinates the document production and response to open records requests and court orders.
- Previews and assists in the preparation of legal documents, such as leases, material transfer agreements, consulting agreements, etc.
- Assists the University community by providing general information about University policies.
- Assists in special projects.
- Coordinates work with other departments within the University and the University System of Georgia (USG).
- Assists with front office duties, such as answering the phones, greeting visitors, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of legal practices and procedures.
- Skilled and ability to identify, and solve technical and clerical problems, analyze data.
- Knowledge of computer applications related to the area of assignment.
- Ability to promote and maintain effective departmental and public relations.
- Ability to pay attention to detail.
- Ability to communicate effectively with the public, faculty, and staff.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of administrative support experience in a legal setting; or a combination of education and related experience. Paralegal certificate or training and one year related experience preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.