Job Title: Legal Assistant II

BCAT Code: 09HX19   Effective Date: April 1, 2007
Pay Grade: G14     FLSA Status: Exempt   Revision Date: July 1, 2013

Job Description
Provides professional level legal support for a legal office or department, such as drafting correspondence, reviewing contracts and patent invoices, maintaining budgets and personnel records.

Job Duties/Responsibilities
- Maintains departmental and personnel records.
- Tracks, monitors, and maintains the budget.
- Reviews and manages all University leases.
- Arranges travel and conference reservations for attorneys and office staff.
- Coordinates the State Conflict of Interest policy.
- Assists attorneys in patent disclosures.
- Prepares, edits, and drafts reports and correspondence.
- Provides the preliminary review of all contracts.
- Manages the student residency appeal process.
- Monitors the property control.
- Schedules the meetings for the attorneys.
- Performs other legal support duties at the professional level as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures, legal terminology, contracts, and appeals process.
- Knowledge of basic computer operations and software, such as spreadsheets, databases, presentations, and word processing.
- Effective time management, customer service, and organizational skills.
- Ability to multi-task and pay attention to detail.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

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.