



Job Specification

Job Title: Legal Assistant I
BCAT Code: 600X AA
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Assists the University Attorney and Associate/Assistant Legal Advisors in providing legal services to the University.

Examples of Duties

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

Knowledge, Skills and Abilities

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

Minimum GSU Hiring Standards

Bachelor's degree and three years administrative support experience in a legal setting; or a combination of education and experience. Paralegal certificate or training/experience (one year).

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.