



**Job Specification**

**Job Title: Legal Assistant II**  
**BCAT Code: 325X BA**  
**Pay Grade: G14**

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

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**Job Description**

Provides professional level legal support for a legal office/department activities. These activities include, drafting correspondence, reviewing contracts and patent invoices, and maintaining budgets and personnel records.

**Job Duties/Responsibilities**

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

**Knowledge, Skills, and Abilities**

- Knowledge of office policies and procedures, legal terminology, contracts, and appeals process.
- Knowledge of basic computer operation and software (spreadsheets, databases, presentations, and word processors).
- Ability to multi-task and paying attention to detail.
- Effective time management, customer service, and organizational skills.
- 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 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.*