JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Legal Assistant

Job Code: 6925

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs a variety of administrative functions including preparing legal documents, scheduling, organizing and maintaining records, processing mail, filing legal documents, and coordinating with various individuals and agencies. This includes assisting with reviewing documents for completeness, adequacy, and conformity with established requirements, and will draft routine correspondence, policies, and other documents as needed.

- Conducts research, drafts and reviews documents, communicates with executive office, clients, prepares hearings, trials, and meetings.
- Organizes and maintains files.
- Ensures policies are published in a timely manner through the policy repository computer system
- Services as the primary contact for department questions and training on policy repository policy development and revision process
- Researches and analyzes policy concepts, drafts and reviews documents, communicates with University Executive Offices and Academic Policy Liaisons.
- Prepares training materials and power point presentations this includes assisting with training sessions, policy management, case management, evidence and exhibits, and coordinates client appearances in court.
- Enters client information or policy template information to data base, creating hard or digital files.
- Communicates with clients, witnesses, academic and executive offices
- Works with the university policy promulgation process including the formulation, review, publication of university policies including communication with key stakeholders
- Audits, reviews, and uploads online policies and documents including obtaining all the required signatures for final approval, ensures consistency and avoiding duplication or conflicts among policies
- Prepares and coordinates meetings, hearings, legal pleadings, petitions, case briefs, summarizes depositions, or small claims lawsuits.
- Maintains a high level of confidentiality to receives, stores, utilizes, maintains, and communicates sensitive information
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High school diploma or GED.

Experience:

Required: 24 months' experience in a legal office, government policy office, or paralegal license.

Required Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong communication skills and the ability to work effectively with a wide range of constituencies
- Ability to interpret and explain policies and procedures
- Familiar policy, legal software and platforms, or case management software
- Objective critical thinking skills and the ability to effectively summarize and present information.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to organize and coordinate the work of committees and other types of task groups.
- Ability to travel
- Knowledge of legal/policy procedures, protocols, or court system.
- Advanced Excel skills with ability to build and manipulate spreadsheets.
- Proficient in Microsoft Office to include Word, Access, and Outlook.
- Detail oriented for accuracy of data and information.
- Ability to communicate well and build rapport quickly with students, administrators, faculty and staff.

- Ability to multitask and work under pressure.

Working Conditions

Physical:
Communicate effectively and listens. Manual dexterity and engage in repetitive motion. Lift/carry up to 30 pounds. Ability to bend or stoop. Must be able to walk up and down flights of stairs

Environmental:
Standard Office Environment.

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