UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Legal Assistant

DIVISION: Office of the President (Office of the General Counsel)

REPORTS TO: General Counsel

GRADE: 8

SUPERVISES: May supervise student assistants

BASIC FUNCTION:

Serve as legal assistant to the Office of the General Counsel providing a full range of legal administrative and financial support services under the direction of the General Counsel. The Office of the General Counsel is a fast-paced legal office and incumbent will be required to work independently, efficiently and in a time-sensitive manner. Incumbent will be exposed to sensitive, confidential, and/or privileged information and communications which must be held in strict confidence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the General Counsel and staff attorney(s) in carrying out the professional and administrative responsibilities relating to legal services provided to the University, the President, senior administrators and university community as required.

Process and type legal briefs and memorandum using proper legal citations to federal and state statutes, regulations and case law;

Process and type legal documents and instruments of every kind, including by way of example and not limitation, contracts, real estate deeds, leases, easements, and licenses.

Prepare court pleadings, motions, objections and discovery documents such as interrogatories, requests for production of documents, deposition notices and subpoenas; court orders and judgments;
Assist attorneys in the preparation, review and approval of University contracts, including previewing documents to identify contracts and contract language requiring attorney review and contracts and contract language previously approved.

Coordinate and manage, in consultation with the General Counsel and/or staff attorney(s) formal responses to the Rhode Island Access to Public Records requests.

Provide confidential administrative services, including the following: arrange and schedule meetings; prepare, maintain and type reports, memoranda and correspondence; make travel arrangements; draft and respond to routine correspondence; take and transcribe dictation or transcribe from tapes; prepare and maintain spreadsheets.

Arrange and schedule client appointments, meetings, conferences, court appearances as well as appearances before administrative agencies and bodies on the state and federal level.

Answer phones, greet clients and visitors, and disseminate information to a diverse constituency. Maintain a high degree of professionalism and sensitivity, in dealing directly with the public, students, faculty, staff, and officials (both within and outside the university) on behalf of the General Counsel.

Prioritize responses to correspondence, phone calls and various issues, thereby minimizing demands on the time of the General Counsel and staff attorney(s), allowing them to focus on broader and more critical issues.

Maintain and manage computer file system; administer legal file folders; manage the calendar of the General Counsel and staff attorney and assist in the management and prioritization of large and complex workload

In consultation with the General Counsel, assist in the preparation and administration of the office budget(s). Develop and maintain office files and budget records, and ensure their confidentiality.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS & EQUIPMENT:**

Personal computers, printers, word processing, database management, and spreadsheet software. Microsoft Office.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**
REQUIRED: Associate's Degree; Demonstrated experience in a responsible legal support position; Demonstrated organizational skills; Demonstrated ability to handle multiple assignments concurrently and to independently resolve issues under tight deadlines; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated attention to detail; Demonstrated experience in using Microsoft Office platform programs; Demonstrated experience with fiscal responsibility or financial record keeping; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Demonstrated experience in a responsible legal support position within an institution of higher education.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.