

Job Code: 100489
Position # (NUNC) (E)
Developed by: US
Reviewed by: LK
Approved by: AMC
Date: 8/14; 03/08/22

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 memoranda 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.

Monitor new matter intake emails, open and assign new matters and prepare and send emails to requesting parties in accordance with established department protocols and in consultation with the General Counsel and staff attorneys.

Coordinate and manage, in consultation with the General Counsel and/or staff attorney(s) formal responses to the Rhode Island Access to Public Records (“APRA”) requests, issuance of legal hold notices and communications regarding other legal notices.

Complete annual Rhode Island Attorney General APRA and Open Meetings Act (“OMA”) training.

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; prepare and maintain spreadsheets.

Prepare weekly department meeting agendas and materials in consultation with the General Counsel.

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

Handle administrative tasks related to student assistants, including law school interns/externs.

Answer phones, greet clients and visitors, including managing process servers, 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; prepare and administer legal file folders and manage record retention and destruction and documentation of destruction of files in consultation with the General Counsel or staff attorneys and in accordance with department protocols.

Manage the calendar of the General Counsel and staff attorneys and assist in the management and prioritization of large and complex workload.

Maintain and file memberships, bar renewals, dues payments, state OMA and APRA training certificates and continuing legal education certificates for General Counsel and staff.

Manage and monitor outside counsel engagements and legal fees, including submissions of engagement letters for approval, review and processing of invoices for approval by the General Counsel and payment and monitoring of legal expense against budget, outside counsel guidelines and engagement letter terms.

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; Demonstrated ability 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 ability to work 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.