Classification Specification for Unclassified Service

**Title:** Legal Assistant Sr  
**Pay Scale Group:** 16-1

**Essential Function**

Under general supervision from a licensed attorney, review, negotiate and revise proposed University contracts; sign contracts (if properly authorized); process records; research and analyze information, including high-level legal matters, and provide office staff support, as needed, in Office of General Counsel.

**Characteristic Duties**

Receive contracts; analyze, identify, review and negotiate proposed contracts and secure any necessary approvals; prepare for legal review and final signature by appropriate, authorized person; route for signature.

Coordinate and negotiate proposed contracts with vendors, colleges, external agencies, staff, faculty, and other university departments.

Maintain thorough understanding and knowledge of university contracting practices and procedures.

Maintain computerized filing and logging systems documenting all contract activity and generate computerized reports and quarterly summaries of minority contract vendors.

Liaison with university departments, staff, faculty, outside counsel and various agencies.

Maintain contract files and archives.

Research information related to grievances, complaints, lawsuits and other legal matters.

Establish, coordinate and maintain a legal filing system.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

May supervise exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with four (4) years experience; -OR- Associate's degree with six (6) years experience; -OR- eight (8) years experience; experience must be in legal and/or contracts.