**Legal Assistant I Standard Job Description**

**Classification Title:** Legal Assistant I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Legal Assistant I, under general supervision by managing counsel, provides general support to attorneys with a heavy emphasis on providing assistance within respective practice area assignments, file management, legal research, and writing.

**Essential Duties and Tasks:**

**45% Paralegal Services:**

* Schedules attorney workloads, including attending initial interviews and depositions, conducting background research, and preparing chronologies, fact summaries and witness files.
* Assists with researching and analyzing legal sources, including statutes, case law, administrative records, opinions, articles, and various rules and regulations.
* Prepares draft preservation hold notices and coordinates and assists with the preservation hold process.
* Drafts and prepares initial responses to correspondence, memoranda, and opinion requests involving legal interpretations and decision for review by attorneys.
* Schedules and drafts client responses to interrogatories, requests for production, requests for admissions, requests for information, and other forms of discovery and e-discovery.
* Provides consistent, high quality, legal services to clients related to more narrowly focused and in-depth practice area assignments, responsibilities, and special initiatives.

**35% Administrative:**

* Maintains detailed database files on all matters in the respective practice area assignment.
* Receives incoming requests and matters and assists in assigning requests and matters to the appropriate attorney for review.
* Coordinates travel arrangements and prepares and submits travel reimbursements.
* Maintains attorney calendars, schedules appointments, and coordinates meetings.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Three years of related law office experience or legal certification through Associate Degree or Post-Baccalaureate Certificate Program.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet and database applications.
* Effective written and verbal communication skills.
* Strong analytical, interpersonal and organizational skills.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**