**Legal Assistant III Standard Job Description**

**Classification Title:** Legal Assistant III

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Legal Assistant III, 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:**

* Prioritizes attorney workloads, including attending initial interviews and depositions, conducting background research, and preparing chronologies, fact summaries and witness files.
* Researches and analyzes 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.
* Reviews initial responses to correspondence, memoranda, and opinion requests involving legal interpretations and decision for review by attorneys.
* Coordinates the scheduling and drafting of 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.
* Reviews and edits legal documents for citation, accuracy, quotations, footnotes, and compliance with System policies, regulations, and rules.
* Coordinates, assembles, and prepares evidence, exhibits, affidavits, trial and hearing notebooks, e-courtroom materials, briefs, and other documents for use in legal proceedings.
* Trains legal assistants on practice area assignments, file management, legal research, and writing. Ensures optimum quality of work by lower level staff.

**35% Administrative:**

* Updates and maintains detailed database files on all matters in the respective practice area assignment.
* Oversees incoming requests and matters and assigns requests and matters to the appropriate attorney for review.
* Oversees travel arrangements and travel reimbursements.
* Oversees attorney calendars, scheduling of appointments, and coordination of 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:**

* Ten years of related law office experience or six years of related law office experience with legal certification through an 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 verbal and written communication skills.
* Strong analytical, interpersonal, and organizational skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computers
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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**

**No**

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

**Yes**

**No**