

The University of Akron
Classification Specification

Job Title:	Legal Assistant/Litigation	Job Code:	44407
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	7/14

Job Summary:

Provide high quality and timely support services to attorneys in litigation, pre-litigation and regulatory matters including case management, document review and management, legal and factual research and writing, and responding to regulatory and general inquiries. This position will include but not be limited to general and other litigation, mediations, arbitrations, electronic and paper discovery, interpleaders, third party subpoenas, garnishments, and bankruptcies, foreclosures, etc.

Essential Functions:

Work directly with litigation attorneys in defending and/or prosecuting cases on behalf of The University of Akron and assist in varied pre-litigation and litigation matters. Provide legal and factual research and writing, including online legal research, drafting of legal documents, cite checking, electronic court filing, and electronic discovery.

Prepare and manage litigation files for attorneys, including reviewing cases, coordinating information and document collection, preparing correspondence, and tracking court deadlines.

Assist attorneys in preparing legal hold notices, pleadings, interpleaders, motions, briefs and transaction memos. Assist attorneys in responding to regulatory and general inquiries.

Interact with attorneys, governmental and regulatory agencies and parties to lawsuits.

Respond to certain third party subpoenas served upon The University of Akron, including document review and document production.

Other responsibilities to be developed by the needs of the Office of General Counsel.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Paralegal or legal assistant education or training, or by comparable work experience work experience under the supervision of an attorney, who can perform specifically delegated substantive legal work for which a lawyer is responsible.

Experience:

Requires a minimum of 6 years experience in legal research and writing skills, including online legal research and drafting of legal documents. Proficiency in cite checking, electronic court filing, and PACER required. Paper and electronic discovery experience required. Ability to exercise independent thought and judgment and apply critical thinking to make sound decisions required. Strong interpersonal and oral communication skills and ability to partner effectively and collegially with institutional clients and colleagues required. Superb problem-solving skills and excellent organizational and time management skills; ability to prioritize, and work under and manage numerous deadlines required. Ability to exercise discretion in handling confidential information required. Advanced computer knowledge including capabilities in word processing, spreadsheet, and database software packages required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.