
Auburn University Job Description

Job Title: **Exec Asst, General Counsel**

Job Family: No Family

Job Code: **DB12**

Grade AS11 \$44,700 - \$76,000

FLSA status: Exempt

Job Summary

The Office of the General Counsel for Auburn University provides legal counsel to University administration and the Auburn University Board of Trustees. The Executive Assistant to the General Counsel and University Counsels, including scheduling, drafting and editing internal and external correspondence, coordinating travel, and managing expenses; Maintains all files (paper and electronic) for the Office of the General Counsel; Manages the financial affairs of the Office of the General Counsel by preparing and/or approving expenditures, reimbursements, and advising on financial and budgetary matters; coordinates all maintenance, facilities, and technology needs of the Office; serves as liaison to state and federal offices, law firms, and private sector entities and assists with the processing of subpoenas and affidavits and the production of documents with outside counsel; interfaces regularly with offices of senior University administration and directly with senior administrators, including University Trustees, to provide assistance, support, and professional engagement on behalf of the General Counsel.

Essential Functions

1. Provides primary and comprehensive administrative support to the General Counsel and University Counsels. Maintains confidential information; schedules meetings and ensures materials are prepared; trains other administrative staff as needed; reviews various legal and non-legal documents for accuracy and prepares for signatures and delivery; prepares and/or edits documents including risk panels, legal pleadings and briefs, etc.; compiles information for justification and support of documents; coordinates detailed travel arrangements for the OGC; provides information to others and serves as a liaison to state and federal offices, law firms, and private sector entities and assists with the processing of subpoenas and affidavits and the production of documents with outside counsel, as needed.
 2. Manages daily office operations to include correspondence and scheduling of OGC's calendars. Prioritizes inquiries and requests while trouble-shooting conflicts with little guidance; maintains electronic and paper files, records, and lists to include creating, entering, retrieving, and purging data; coordinates all office interactions with University maintenance, facilities, parking, Office of Information Technology, and other support units across the University; interfaces regularly with offices of senior University administration and directly with senior administrators (including the Office of the Board of Trustees) to provide assistance, support, and professional engagement on behalf of the General Counsel.
 3. Administers the financial affairs of the unit by preparing and/or approving expenditures, reimbursements and advising on financial and budgetary matters. These include the financials for AU, AUF, monitoring and initiating contracting with outside law firms, tracking, preparing, and submitting annual office budget documents, initiating and processing of settlement payments and associated documentation, and tracking, logging, and communicating settlement payments.
 4. Administers the unit's Human Resources and employee affairs processes, including providing guidance on processes, policies, and procedures. Enters EPAF actions, coordinates with HR reps to create new jobs, postings, position management requests, and applicant tracking; initiates and completes the I9 verification process as needed; coordinates performance review process and ensures that deadlines are met; enters and reviews unit's payroll and processing.
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Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Associates degree in Business Administration.
Experience (yrs.)	5	Experience as an executive assistant to a senior organizational official, preferably within a legal setting; including budget management, procurement, electronic filing and database management; office management experience; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Working knowledge of legal proceedings, government regulations, administrative proceedings, etc. Advanced knowledge of office procedures and systems such as word processing programs, file and record management systems, designing forms, and other office procedures and terminology.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/4/2018
