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## Auburn University Job Description

Job Title: **Coord, Policy&Legal Support**

Job Family: No Family

Job Code: **EA77**

Grade LC08 \$45,000 - \$72,000

FLSA status: Exempt

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### 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 Policy Coordinator also serves as the Open Records Officer and the Legal Assistant. Responsibilities include coordinating the University-wide policy database, coordinating University responses to subpoenas and requests under the Alabama Open Records Act, while providing administrative support to Senior Staff Counsel.

### Essential Functions

1. Coordinates and oversees the Office of the General Counsel website to include updating information on a regular basis. Ensures the proper approvals are obtained for all policy changes, obtains General Counsel review of policies, and modifies the database with the most up-to-date University policies.
2. Responds to questions and requests concerning the University Policy submissions and revision process; ensures compliance with appropriate approval processes.
3. Facilitates and ensures the collaborative review of University Policies; assists in the analysis of University Policy management issues, initiates formal edits, and/or procedural suggestions of submitted policy documents.
4. Serves as the point person to approved and archived policies of the Board of Trustees for University constituents, coordinating with the office of the Secretary to the Board of Trustees in the management of policy documents on-line and in print.
5. Performs benchmarking or other policy-related research projects initiated by the Office of the General Counsel.
6. Coordinates University responses to all requests for records under the Alabama Open Records Act; receives and processes every request for records, obtains and organizes responsive documents, assists with review of all document sets prior to being released to the requestor. Documents may include personnel contracts, vendor contracts, RFPs, financial documents and records, emails between and among University employees, compliance records, etc.
7. Coordinates University responses to subpoenas which are governed by state and federal law and court procedures. Collects the documents and works with attorney to assist in document review prior to producing the documents.
8. Creates litigation hold memorandums; tracks responses received and dates for litigation hold withdrawals.
9. Assists with financial and administrative processes within the office. This includes but is not limited to reconciling office purchase card and submitting to PBS monthly, ordering office supplies bi-monthly, assisting with preparing travel vouchers, journal vouchers, and vendor vouchers for reimbursements and payments, and answering the phone/providing front office back-up support as needed.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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## **Auburn University Job Description**

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>
<b>Education</b>	Four-year college degree	English, Communications, Business or related.
<b>Experience (yrs.)</b>	3	Experience as a legal assistant within a law firm or the legal department of a large organization, including electronic filing and database management; 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**

Knowledge of the processes, procedures, and practices of legal support activities. Knowledge of legal terminology.

#### **Certification or Licensure Requirements**

Certified Paralegal.

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### Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 10/8/2018

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