

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Legal Assistant			<i>BOT Date:</i> May 15, 2002
<i>Level:</i> H	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0808	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Provides administrative and technical support to the College Attorney. Responsible for coordinating activities related to processing contracts to include review and distribution and monitoring to ensure conformance status.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Provides assistance and support for the College Attorney.	20%
2.*	Assists with confidential and complex legal activities and transactions.	10%
3.*	Coordinates and assists with the preparation of contracts and all related correspondence. Monitors status and coordinates follow up and routing between departments.	20%
4.	Maintains database associated with contracts and related information, and prepares associated reports.	10%
5.	Coordinates activities with outside attorneys and legal staff.	5%
6.*	Coordinates and maintains the Contract Office.	20%
7.	Establishes and maintains legal files.	5%
8.	Responsible for administrative and technical functions associated with the College Attorney's Office.	10%
9.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Legal Assistant	<i>Class Code:</i> N0808	<i>Level:</i> H
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Associate's Degree or Two-year College equivalent.	
<i>Experience:</i>	Three to five years of prior work related experience required.	
<i>Planning:</i>	Plans events that are expected to occur from one to four weeks in the future or on a monthly basis. Scope of planning is section or large group.	
<i>Budget:</i>	Provides supporting advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion.	
<i>Supervision of Others:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office, library, computer room, and involves intermittently sitting, standing, stooping or walking.	