

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Legal Coordinator **SALARY GRADE:** HU-12  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 02  
**JOB CODE:** 2212 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** To provide case management, record keeping, legal research, drafting and filing legal memoranda and briefs. To prepare and/or file discovery pleadings, deposition prep materials, trial prep materials, and trial exhibits. Assist with other HSC legal matters, including special projects and contract review.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Interacts on a daily basis with the Office of General Counsel Health Sciences attorneys and staff. Also regularly interacts with all other OGC attorneys and staff, University officials, University faculty and staff, particularly within the Hospital and other Health Sciences departments, attorneys in private firms, Federal and District courts, administrative agencies and other third parties.

**PRINCIPAL ACCOUNTABILITIES:** Establishes and maintains organized files in assigned areas of responsibility and as outlined in the Paralegal Practice Area Guide.

Assists with accurately tracking, documenting, and reporting case activity as required to inform attorneys and staff of case status and pending deadlines.

Maintains case files, subject matter files, and records on legal matters in areas of responsibility according to established guidelines and provides related reports as required. Identifies problems and recommends corrections and/or changes. May recommend new procedures and practices for improving service to University departments.

Drafts pleadings, correspondence, memoranda and various documents for attorney review and approval.

Locates, obtains, and summarizes statutes, regulations, case law, and other legal materials pertaining to specific matters and issues of law utilizing Lexis, Westlaw, Pacer, Case File Express and various other forms of automated and manual research media.

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Legal Coordinator	<b>SALARY GRADE:</b>	HU-12
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	2212	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

Provides investigative support of factual situations and also gathers information for use in preparation of cases, and other legal matters. Schedules, plans and carries out interviews of witnesses and reviews of documents to obtain the supportive information. Prepares written reports for review and use by the attorneys.

Schedules and assist with conducting witness interviews, deposition preparation, depositions and various meetings. Assist with coordinating court reporting, witnesses, and transcription services as needed. Reviews and analyzes transcripts, transcript certifications and related matters.

Proofreads legal documents and edits for correctness of citations, consistency of references, and other such technical matters.

Prepares trial notebooks, witness lists, exhibits, indexes, etc., and otherwise assists in preparing documents and filing with courts and or administrative agencies.

Files or arranges for the filing of documents according to relevant court or agency rules or deadlines.

Monitoring and coordinating responses to medical record and subpoena requests. Communicates with the requesting attorney on matters pertaining to the production of the information sought. Drafts correspondence concerning issues presented in responding to these requests, decides what information is privileged or otherwise not required to be produced, and communicates such to the requesting attorney. Consults with OGC attorneys on difficult production issues. Drafts transmittal correspondence to the requesting attorney.

Coordinates and assists with preparation and attends Settlement Committee Meetings and provides support to the Board of Governors as requested.

Assist with contract review and related matters. Determines what additional information is required to complete the contract review and uses own judgment to initiate inquiries and requests on behalf of the Office of the General Counsel to obtain that additional information.

Performs other related duties as assigned.

**CORE COMPETENCIES:** Ability to learn and follow established procedures and rules and to carry out special instructions accurately, and to recommend changes in the

**HOWARD UNIVERSITY  
Position Description**

<b>POSITION TITLE:</b>	Legal Coordinator	<b>SALARY GRADE:</b>	HU-12
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	2212	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

procedures and rules to improve the quality and efficiency of the process.

Ability to organize assigned work according to established priorities, to work productively under pressure, and to adhere to deadlines with minimal supervision.

Ability to determine, set priorities and initiate steps to resolve problems in areas of responsibility with minimal supervision.

Ability to locate legal materials, e.g. cases, statutes, and to gather potential evidence utilizing automated and manual technology and processes.

Ability to perceive, analyze, and accurately summarize essential facts presented in legal situations and documents.

Must be proficient in word processing, electronic research, and data and document management software applications.

Must effectively communicate and exhibit excellent oral and written communication skills.

**MINIMUM REQUIREMENTS:** Bachelor's Degree required, and 3-6 years of related experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management