

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Legal Secretary **SALARY GRADE:** HU-08
DATE REVISED: December 1, 2014 **EEO CODE:** 05
JOB CODE: 2209 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: Under general supervision, perform varied and responsible secretarial and administrative work for the Office of the General Counsel (OGC) and a minimum of two attorneys. Use independent judgment and initiative to carry out regular assignments in accordance with established policies and procedures.

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

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the university and HUH. External contacts include attorneys in private firms, vendors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Coordinate the workflow of the assigned attorneys.

Schedule hearings and meetings and perform other duties related to maintaining the assigned attorneys' schedules. Maintain appointment calendars and coordinate meetings and conferences, including notifying all necessary parties.

Prepare and process documents related to OGC business using appropriate formats and adhering to established priorities. Preparation and processing of documents ordinarily will include correspondence, memorandum, legal documents, invoices, faxes, and other documents handled by the department.

Prepare special and recurring reports for the department by gathering and assembling data from various sources using appropriate formats. Determine and make needed corrections to produce error free final copy.

Establish and maintain files in office filing system and access data and case updates in computer system.

Ensure proper indexing and filing of original documents.

Perform administrative functions needed to ensure the timely transfer of records from current to closed matter record system.

Follow up with appropriate departments, under direction of assigned attorneys, to ensure compliance with agreements, requests for information, and other related issues.

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Search files and other information sources to answer questions or assemble data for supervisor or other staff.

Take appropriate action or research issues and refer information to appropriate person for reply.

Make travel arrangements for assigned attorneys and outside parties involved in office legal matters (i.e., expert witnesses) and prepare related paperwork as required.

Greet visitors and direct them to the appropriate office.

Provide back-up assistance in receiving, opening, and screening mail for the department, scanning and documenting all incoming and outgoing mail and other documents for the Office of General Counsel.

Provide back-up assistance with incoming telephone calls, incoming and outgoing faxes and receiving visitors.

Organize and carry out work to established responsibilities and priorities.

Identify and initiate action to resolve potential conflicts in priorities or other problems that may delay timely completion of duties.

Perform other duties as assigned.

CORE COMPETENCIES: Knowledge of office and legal administrative practices.

Skill in the operation and use of computers, related software applications (e.g., Microsoft Office 2003 and 2007) and standard office equipment.

Skill in the use of proper grammar, punctuation, spelling, business correspondence, composition and format, including the ability to proofread thoroughly and accurately.

Ability to communicate effectively orally and in writing with a diverse population.

Ability to be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to establish and maintain effective and harmonious work relationships with faculty, staff, students and the general public.

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MINIMUM REQUIREMENTS: High School diploma or GED and 1-3 years of general work experience.
AA/AS may be substituted for 4 years of required work experience.
BA/BS may be substituted for up to 4 years work experience.

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