



Job Description

Job Title: Legal Assistant

JTC: TC6

Salary Range: N05

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for managing day-to-day operations of the legal organization, including administrative and support services to the legal team and ensuring compliance with local and state legal regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven working experience as a legal assistant, legal secretary or paralegal. Familiarity with law, legal procedures and protocols, and the court system. Working knowledge of case management software. Ability to perform legal research and draft legal documents.

Excellent analytical skills and the ability to resolve complex problems and discrepancies using sound judgement. Must possess high ethical standards and the ability maintain confidentiality of legal records and documents. Able to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet critical deadlines.

Ability to establish and maintain effective working relationships with diverse constituents and stakeholders internal/external to the organization. Must be able to work independently and in a team environment work.

Ability to obtain due diligence materials/documentation as required. Ability to read, analyze, interpret and apply complex administrative policies; perform detailed research and investigations; analyze data; respond effectively to sensitive inquiries and issues.

Strong organizational and time management skills, including attention to detail, and the ability to prioritize assignments and projects. Intellectually agile in response to challenges of internal and external environments. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of law office experience, i.e., legal secretary, legal assistant or paralegal. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides administrative support to legal staff and enhances office effectiveness. Prepares responses to discovery requests, secures affidavits, organizes, tracks and maintains files and case documents.

Identifies appropriate laws, judicial decisions, legal articles, and other materials for assigned cases. Under direction of attorney, assists legal staff in preparing for court hearings and/or prepare pleading/motions for filing with the court. Keeps cases organized by establishing and organizing files, monitoring calendars and meeting deadlines, documenting actions and confirming case status with attorney.

Drafts legal documents including briefs, pleadings, appeals, agreements, contracts and other legal memoranda. Check and edit legal forms and documents for accuracy. Prepares written reports. Monitors and keeps up-to-date on new and updated laws and regulations. Updates job knowledge by participating in educational opportunities, reading professional publications, etc.

Establish and maintain working relations with constituents and stakeholders within the DCCCD community network to ensure requests for information is obtained and responded to in a timely manner. Maintains contact with individuals involved in cases, scheduling depositions, preparing and forwarding summonses and subpoenas, drafting complaints and preparing and filing discovery requests. Represents legal department in meetings. Assist the attorney(s) in the courtroom.

Gathers exhibits, prepares case summaries and materials for legal proceedings. Coordinates and responds to open records requests and discovery of cases. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials. Create and maintains a case-management database. Keeps law library up-to-date.

Must have excellent interpersonal, presentation, oral and written communication skills in order to interact effectively with diverse, multi-cultural individuals within the DCCCD community network, i.e., staff, faculty, outside legal counsel, media, and other individuals within the general public, etc.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.