Staff Classification Description – Legal Assistant, Texas Forensics Science Commission

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N269 (N1)
Grade: 12
Date: 11/2014

Department: Criminal Justice Center, Texas Forensics Science Commission

Educational & Experience Requirement: Associate’s degree in Paralegal (Legal Assistant) Studies required. Certified Legal Assistant or Registered Paralegal certificate from a recognized professional society preferred. Four years’ experience in a legal environment required. Experience in a forensic medical/legal environment; criminal legal background; and understanding of American Society for Clinical Laboratory Science (ASCLS) accreditation guidelines and protocol preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Directly supports the Texas Forensics Science Commission functions. Provides advanced paralegal support and performs complex administrative support and professional duties.

Supervision Given & Received: Works under minimum supervision and may provide working supervision to clerical and student employees as assigned.

Primary Responsibilities: Provides professional and legal support services to the Commission. Develops areas of expertise and knowledge to improve client service and meet Commission objectives. Monitors and communicates critical information, government and other policies/procedures established that may be utilized by the Commission. Formulates and evaluates plans, work processes and decisions. Drafts complex legal documents. Performs complex legal research regarding forensics/biomedical issues, Commission issues, and legal document review. Travels to Commission meetings, or on behalf of Commission Chair. Interacts with the Governor’s and Lt. Governor’s Offices, Legislators, and various legal offices for reporting and scheduling purposes; and with the Department of Public Safety and other state or local entities on behalf of the Commission. Generates correspondence and compiles data and various materials for presentations/reports from the Commission. Monitors the Commission website. Receives, processes, responds to, and assesses the validity of complaints. Assists the Commission regarding incident investigation, interviews and presentations. Conducts Commission investigations utilizing appropriate investigative tools/procedures, to include design, distribution, archival and summarizing of questionnaires, letters or other media. Designs and implements full service legal review services database. Assists in development of training and reference manuals/materials for Commission members. Maintains all documentation required of the Commission to maintain compliance with government/policy mandates. Coordinates meeting schedules, travel arrangements, reimbursements of Commission members, and prepares all necessary documents. Monitors use of Commission funds, requiring account review, tracking and status reports and identification of potential problems. Maintains confidential Commission files. Performs other related duties as assigned.

Other Specifications: Knowledge of laws, legal codes, court procedures/precedents, government regulations, agency rules and political processes, and medical terminology necessary. Requires effective use of office equipment and advanced technology to include the computer, copier, facsimile, phone system, utilization of office/legal software programs, internet and computer data base proficiency. Must have ability to perform legal and/or biomedical research utilizing electronic and other reference resources; advanced reading and writing proficiency, including grammatical and compositional ability; critical thinking and problem solving skills, including information/data analysis and deductive reasoning; effective verbal and written communication skills; and independent judgment and initiative.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.