Sam Houston State University Human Resources

Staff Classification Description – Paralegal

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N133 (N1)
Grade: 16
Date: 11/2014

Department: Texas State University System

Educational & Experience Requirement: Bachelor's Degree in Criminal Justice, Law or related field. Course study from a paralegal or legal assistant program is preferred. Two years of experience in a legal related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Plans, implements, monitors and coordinates legal activities; researches, analyzes, investigates, and drafts legal documents; purchases, creates budget forms and reports, and assists the assistant general counsel at Sam Houston State University (SHSU) and the Texas State University System (TSUS) Office of General Counsel as assigned.

Supervision Given & Received: Works under minimum supervision from the Texas State University System (TSUS) Office of General Counsel attorney stationed at Sam Houston State University and is responsive to the TSUS Vice Chancellor and General Counsel. Works under minimum supervision, with latitude for the use of initiative and independent judgment.

Primary Responsibilities: Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, land titles, rules and regulations. Summarizes and communicates research verbally and in writing. Coordinates with counsel on issues relating to confidentiality of records, investigations and discovery process. Supports designated Public Information Act (PIA) coordinator; receives and reviews PIA requests; and determines division with responsive records and request production of records; prepares and maintains tracking system for PIA requests; and projects costs of compliance with requests. Drafts and responds to correspondence, opinion requests involving legal interpretations and decisions. Monitors deadlines and tracks office assignments. Provides reception, administrative and clerical support for office. Responsible for purchasing, monitoring and reporting on budget, travel arrangements and reimbursements. Performs related work as assigned.

Other Specifications: Demonstrated capacity for analysis and possess excellent oral and written communication skills. Strong organization, proofreading, and computer skills (particularly, with Microsoft and Adobe software) required. Interacts with the Texas State University System (TSUS) Office of General Counsel in Austin and support its efforts and those of the General Counsel. Although a Sam Houston State University (SHSU) employee, they will also be a member of the TSUS Office of General Counsel and adhere to the policies of that office.

The Texas State University System recently established an Office of General Counsel with an Assistant General Counsel stationed on the Sam Houston State University (SHSU) Campus. The paralegal serves as the only support position for the office at SHSU, the incumbent is expected to perform all administrative support and reception duties, as well as, higher level paralegal functions.

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.