

Texas State University System
Office of General Counsel
Huntsville, Texas

Legal Assistant

Position Description

The Legal Assistant provides administrative and paralegal support to the Texas State University System (TSUS) Office of General Counsel (OGC). The TSUS OGC headquarters are in Austin with offices in Huntsville, San Marcos, and Beaumont. This position is located on the Sam Houston State University (SHSU) campus in Huntsville, Texas. Selected applicant shall support the Associate General Counsel and public information coordinator at SHSU.

The TSUS OGC provides legal counsel to the Board of Regents, chancellor, universities and colleges that comprise the System, striving to offer timely and responsible advice about the broad array of legal issues that face modern, public, complex institutions of higher education. The OGC handles existing and potential legal matters to help those institutions achieve their missions and, where appropriate, provides strong, vigorous, and reasoned legal representation and advocacy. The System also offers proactive legal training, including state-required ethics training.

Essential Duties

- Conduct initial contract review for conformity to law and TSUS requirements in preparation for attorney review.
- Research and analyze legal sources such as statutes, case law, administrative records, opinions, articles, treaties, land titles, rules and regulations.
- Summarize and communicate research verbally and in writing.
- Coordinate collection and organization of records related to investigations, discovery and litigation matters.
- Draft and prepare correspondence, e-mail, and other documents using professional business language, formatting, grammar, and spelling.
- Monitor deadlines. Track and maintain records on open, pending, and closed matters.
- Interact with all OGC, TSUS and university employees in a professional manner.
- Assist Public Information Coordinator in the TSUS Office of General Counsel with response to requests made under the Texas Public Information Act.
- File documents and records (electronic and hard copy) according to established filing systems.
- Create reimbursement documentation and process office supply orders and billing.
- Provide reception, answer telephones, and other clerical or administrative support for office, including occasional deliveries to other campus departments.
- Make departmental travel arrangements; create and process travel reimbursement requests for payment.
- Perform other related duties as assigned.

Required Qualifications

- Ability to prepare clear, concise, grammatically correct correspondence and documents using legal terminology when necessary.
- Ability to proofread and efficiently edit documents.
- Ability to use Adobe and Microsoft Office (Word, Outlook, Excel, PowerPoint, OneNote).
- Ability to monitor and coordinate projects and organize documents with high attention to detail.
- Ability to work as a team member to complete projects in a timely and accurate manner.

Preferred Experience

- Bachelor's Degree, and/or course study from a paralegal or legal assistant program.
- Two years of experience in a legal related field or in reviewing/drafting contracts.
- A combination of education, experience, and training may be considered in lieu of formal education.

Contact Information

Interested applicants should email a resume and cover letter to Sandra.Horne@tsus.edu:

Attn: Ms. Sandra Horne
Associate General Counsel
TSUS Office of General Counsel

Additional Information for Applicants

- The Texas State University System and Sam Houston State University are tobacco-free/drug free workplaces.
- A criminal history background check will be required for finalist(s) under consideration for this position.
- The Texas State University System is an "at will" employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer.