

**Texas State University System**  
**Office of General Counsel**  
**Beaumont, 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 Lamar University (LU) campus in Beaumont, Texas. Selected applicant shall support the Associate General Counsel at LU.

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.

As part of a small, in-house legal office, the successful candidate for this position must be a self-starter, who is willing to perform all administrative support tasks for the office as well as essential legal assistant duties with little direct supervision. The incumbent may also be called upon from time to time to provide assistance to members of the TSUS OGC located in the System Administration Office or other System component institutions.

***Essential Duties***

- Research and analyze legal sources such as statutes, case law, administrative records, opinions, articles, policies, rules and regulations.
- Summarize and communicate research verbally and in writing.
- Coordinate collection and organization of records related to investigations and litigation matters.
- Draft and prepare legal correspondence, reports, 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 comfortably and professionally with OGC, TSUS and LU employees.
- 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 and create travel reimbursement requests.
- Perform other related duties as assigned.

***Required Qualifications***

- Ability to draft clear, concise, grammatically correct legal correspondence and documents.
- Ability to proofread and efficiently edit documents.
- Ability to maintain files, logs, and electronic records and retrieve them efficiently.

- Five or more years of progressively responsible experience as an administrative assistant or administrative associate, handling a variety of sensitive information on behalf of employer and clients.
- Ability to use Adobe and Microsoft Office (Word, Outlook, Excel, PowerPoint, OneNote).
- Ability to monitor and coordinate projects and organize complex 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.
- Three 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 via email to [bennett.bartlett@tsus.edu](mailto:bennett.bartlett@tsus.edu).

Mr. Bennett S. Bartlett  
Associate General Counsel  
TSUS Office of General Counsel

### ***Additional Information for Applicants***

- The Texas State University System and Lamar 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.