Definition of Class
This is a non-supervisory position in which the incumbent performs highly experienced and specialized secretarial work involving a considerable latitude of judgment and functions as the principal secretarial support for the University’s Attorney or the Director of a legal center. The incumbent prepares legal briefs, documents and correspondence of a legal nature. Incumbent may review law journals and other legal publications to identify court decisions pertinent to pending cases and submission of articles to officials. The incumbent coordinates with other departments.

Examples of Work Performed
Performs administrative and secretarial duties with latitude for exercising discretion and judgment. Assimilates and prepares legal documents and other materials for use by an attorney in work to be accomplished. Prepares legal documents according to prescribed legal procedures.

Transcribes dictation and types legal documents, such as deeds, easements, leases, bills of sale, promissory notes, releases, waivers, and contracts.

Maintains up-to-date reference materials, management manuals, directives, and budget records including grants and related materials.

Maintains filing of legal pleadings in the office of the correct court.

Performs legal research retrieval work. Copies cases and law journal articles.

Assists and coordinates the hiring of and payment to outside counsel.

Prepares travel requests and purchase requisitions.

Answers phone and redirects calls to the correct office when necessary.

Maintains property list for property control and yearly state audit.

Notarizes documents for students, staff, faculty, and administrators.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares legal briefs, documents, and correspondence of a legal nature.

2. Performs legal research retrieval work.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, feel, or handle objects, tools, or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

- **Experience:**
  Two (2) years of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 03/31/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*