Auburn University Job Description

Job Title: Exec Asst, General Counsel
Job Code: DB12
FLSA status: Exempt

Job Summary
Provides direct assistance to the General Counsel, Special Counsel to the President, and University Counsel and performs administrative work relating to preparation of legal materials for the Board of Trustees, President, and other administrators within the University.

Essential Functions

1. Prepares and/or edits letters and documents such as legal pleadings and briefs, reports, minutes, agreements, leases, and contracts.
2. Performs administrative duties including payroll, travel arrangements, monitoring accounts, office budget, and processing vouchers.
3. Maintains electronic and paper files, records, and lists to include creating, entering, retrieving and purging data.
4. Maintains calendar and assists in coordination of meetings and events, prepares agenda for Board of Trustees Cabinet and Board meetings, and schedules depositions.
5. Provides information to others and serves as a liaison to state and federal offices, law firms, and private sector entities.
6. Assists with the processing of subpoenas and affidavits and the production of documents with outside counsel.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Education</td>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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<tr>
<td>Experience (yrs.)</td>
<td>8</td>
<td>Experience in complex administrative support services and preparation of legal documents</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of higher education policies and procedures, legal terminology, and accounting and payroll procedures.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012