AUBURN
Human Resources

Admstr, Policy & Legal Support

Job Description

JOB INFORMATION

Job Code	EA77
Job Description Title	Admstr, Policy & Legal Support
Pay Grade	LC09
Range Minimum	$55,760
33rd %	$68,770
Range Midpoint	$75,280
67th %	$81,780
Range Maximum	$94,790
Exemption Status	Exempt
Organizational use restricted to the following divisions	116 SVP-Legal Affairs & Gen Counsel
Approved Date:	6/10/2024 5:50:04 PM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Legal Affairs

JOB SUMMARY

The Office of the Senior Vice President for Legal Affairs and General Counsel for Auburn University provides legal counsel to the university administration and the Board of Trustees and oversees University Athletics Compliance. The Policy Administrator also serves as the University's Open Records Officer and the legal assistant for the Office of SVP Legal Affairs and General Counsel. Responsibilities include administering the University-wide policy database, administering University subpoenas and requests under the Alabama Open Records Act, while providing administrative support to University Counsel.

RESPONSIBILITIES

- Advises, collaborates, and consults with University leadership and governing bodies as indicated, to facilitate the mission of the Policy on Policies. Develops and oversees the collaborative review of University Policies and ensures the proper notices and approvals are completed for all policy changes. a. Plans and organizes the monthly Executive Policy Committee meetings with University leadership to review proposals for new policies, amendments to existing policies, and rescission of policies. b. Distributes proposed policies to campus stakeholder groups, including the University Senate, the Administrative and Professional Assembly, the Staff Council, the Student Government Association, and any other applicable policy stakeholders. c. Takes minutes of Executive Policy Committee Meetings, ensures the minutes are approved, and kept as historical records of policy approvals. d. Advises, collaborates, and consults with Auburn University at Montgomery leadership relating to policies which are subject to a separate process but fall within the purview of the Policy on Policies. e. Researches, reviews, and responds to inquiries and requests concerning the University Policy submissions process and related historical changes. f. Ensures that any newly adopted or amended policy is communicated to campus constituencies. g. Modifies and maintains the database with the most up-to-date University policies and resolves any policy management issues. h. Serves as the point person to approve and archive policies of the Board of Trustees for University constituents, coordinating with the office of the Secretary to the Board of Trustees in the management of policy documents online.
- Oversees and produces the official response to all records requests made under the Alabama Open Records Act. Responsive documents may include personnel contracts, vendor contracts, RFP's, financial documents and records, compliance records, etc. a. Initiates the response process by contacting the appropriate unit(s) for responsive records and follow-up as needed to ensure the response is timely. b. Reviews documents and ensures that information released to the public is appropriate and specific to the request and free of information that is protected from public release.
- Administers and publishes the University's responses to subpoenas which are governed by state and federal law and court procedures. Collects documents and works with the attorney to assist in document review prior to producing the final documents.

RESPONSIBILITIES

- Drafts litigation hold memorandums for matters handled by the Office of the General Counsel, tracks open litigation holds and responses received, and sends withdrawal notifications.
- Tracks and assists outside counsel with collections related to class-action matters where the University has an interest and seeks to recover settlement funds.
- Reviews Student Directory Information Requests to ensure compliance with the university's policy on student record confidentiality.
- Administers and oversees the Office of the General Counsel website to include updating information as needed.
- Performs benchmarking or other policy-related research projects initiated by the Office of the General Counsel.
- Provides administrative support to University Counsel, including scheduling and calendaring, preparing legal documents, electronic and paper filing, and creating legal binders.
- Assists with financial and administrative processes within the office as needed, which may include providing front office support as needed, monthly office purchase card reconciliations, or preparing travel/journal/vendor vouchers.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	English, Communications, Business or related.	and	4 years of	Experience as a legal assistant within a law firm or the legal department of a large organization, including electronic filing and database management; experience interfacing with corporate and/or institutional executives; extensive experience handling sensitive and confidential information and documents.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the processes, procedures, and practices of legal support activities.	
Knowledge of legal terminology.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Paralegal		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.