Legal Assistant

The Legal Assistant provides support to the Senior Vice President and General Counsel and other legal staff. This position reports to the Senior Vice President and General Counsel.

This full-time position composes routine correspondence dealing with legal subject matter, with direction and guidance. Handles problems and non-routine situations by determining the approach or action to take by interpreting guidelines, procedures, policies and practices. Uses a variety of sources including Westlaw, Arizona Revised Statutes, U.S. Codes, policy manuals and the internet to research information for legal staff. Assists with request for public records. Oversees the notice of claims process. Performs a variety of administrative duties such as: maintaining files; planning and arranging conferences and meetings; preparing agendas; maintaining calendars; arranging travel; and compiling data for reports.

Minimum qualifications include a Bachelor's degree in legal assistant studies or related field and two years of paralegal or legal secretarial experience or any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

The successful candidate will demonstrate comprehensive knowledge of concepts, terminology, principles and procedures of American law and functions and jurisdictions of local, state and federal courts and related agencies. Knowledge of methods and techniques of legal research and the use of statutes, codes and other legal resources and skill in analytical and problem-solving techniques. Skill in a variety of administrative functions including scheduling, calendaring and work processing. Skill in dealing with a wide range of topics including confidential and sensitive information.

Applicants should send cover letter, resume and the names and telephone numbers of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2020 North Central Avenue, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin on December 2, 2019.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.