Job Description

Job Title: Legal Assistant III (4722C)	**Job ID: 22226**
Department: Berkeley Law	**Location:** Main Campus-Berkeley
Full/Part Time: Full-time	**Regular/Temporary:** Regular

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Departmental Overview

Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

The Faculty Support Unit (FSU) administrative expert provides comprehensive support to Law School faculty for teaching, research, and pro bono activities. The incumbent provides administrative assistance to multiple law professors; performs a broad range of administrative responsibilities which include: legal word processing; editing, research; special events coordination; course material compilation and preparation; financial and budget administration; exam administration and proctoring; and training and development. Establish methods for analyzing, prioritizing, organizing, and completing detailed, complex administrative tasks. Conduct research and provide analyses and solutions to recurring or

unusual administrative problems. Apply extensive knowledge of University administrative policies and procedures in addition to principles and practices of the legal field.

Responsibilities

- **Course Material Compilation and Preparation**
  - Research, locate, organize, and prepare legal teaching materials for faculty.
  - Determine quantity and coordinate production of class readers and/or other class materials with outside vendor as necessary.
  - Proactively track and monitor readers and other class materials and resolve any production delays.
  - Distribute materials as required.
- **Fiscal and Budget Administration**
  - Track and monitor one or more funds and/or complex contracts and grants utilizing multiple funding sources, as required.
  - On behalf of faculty, may arrange travel and compile information and receipts for reimbursements - including travel, meals, special orders, etc. - in accordance with Law School and campus policies and procedures.
  - Coordinate with Business Office staff to complete complex and/or high volume purchasing activities using University and/or departmental protocol.
  - Research and respond to needs for supplies and specialized equipment. Select vendors and/or substitute vendors and determine acceptable pricing as required.
- **Legal/Factual Research and Summary Projects**
  - Perform directed legal research, either in Law Library or using on-line legal research services (LexisNexis, Westlaw or other), for faculty teaching, research, and publication.
  - Perform literature, title, and author search and cite checking.
  - Ensure conformity with Uniform System of Citation as applicable. Prepare summary factual information as required using Excel or related software.
- **Word Processing, Editing, and Document Creation**
  - Input and edit complex legal research documents, bibliographies, outlines, class materials, correspondence, and exams from handwritten, dictated, typed, or recorded sources. Prepare documents in accordance with the author, Law School, or publisher's format.
  - Create indexes, table of contents, spreadsheets, and PowerPoint presentations as requested by faculty.
  - Prepare judicial clerkship letters in accordance with Law School policies and procedures.
  - Prepare complex mail merges to produce form letters, envelopes and mailing labels.
  - Ensure that final documents are spell-checked and proofread for grammar, punctuation, sentence structure, and formatting. Archive and delete documents per campus policy. Inform supervisor of problems requiring assistance.

- **Exam Administration and Proctoring**
    - Prepare exam materials and maintain confidentiality of content.
    - Proctor exams in accordance with Law School policies.
    - Assist assigned faculty in entering student grades online in adherence to FERPA laws.
- **Special Event Coordination**
    - Plan events as required; communicate with speakers regarding event logistics and/or exhibitors when applicable; collaborate with staff, Building Services and Media Services staff as necessary; arrange catering services; coordinate with graphic artist and printer to develop conference materials; market the conference; facilitate payment and/or reimbursement of hotel and/or vendors; prepare thank-you letters for speakers, and assorted follow-up tasks.
    - Draft correspondence and schedule appointments, as required.
    - Act as liaison between students and professors, as necessary.
    - Schedule meetings, reserve rooms, and prepare and distribute materials for meetings.
- **Training and Development**
    - Attend FSU meetings to stay informed and provide high level customer service and information to faculty.
    - Proficiently use Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and WinZip to complete work and maintain proficiency with software version updates.
    - Enroll, attend, and participate in employee development and staff training workshops, conferences, courses, forums, etc., to gain new knowledge, skills, and understanding as well as to broaden own technical expertise.
    - Assist in recruitment, hiring, and training of new employees.
    - Support other members of FSU and unassigned faculty as necessary.

Required Qualifications

- 3-5 years of experience and/or equal combination of education and experience working in a similar environment required.
- Broad knowledge of office environments and executive administrative support needs with the
  ability to provide accurate executive level support in a fast-paced environment.
- Excellent oral and written communication skills.
- Excellent interpersonal skills for working with diverse groups of students, faculty and staff as well as legal professionals who interact with the law school.
- Excellent computer skills and proficiency in MS Office Suite, particularly Word and Excel and database management, with the ability to quickly learn and use new software programs.
- Excellent organizational and time management skills, including demonstrated strong attention to detail, ability to prioritize, exercise initiative, perseverance and sound judgment while effectively executing numerous projects in a high-pressure, fast-paced environment.
- Excellent analytical skills and the ability to resolve complex problems and discrepancies creatively, using sound judgment, while staying within policies.

- Ability to work independently as well as in a team environment and establish and maintain effective working relationships.
- Ability to treat sensitive matters with discretion and tact, and to maintain confidentiality.
- Ability to successfully pass a background check and the ability to successfully complete campus FERPA training.

Preferred Qualifications

- The ability to be forward thinking and anticipate problems and solutions is highly desired.
- Knowledge and experience working with high level executives and/or practicing lawyers.
- Experience in legal settings or knowledge of legal studies, the legal profession and research environments.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training

Salary & Benefits

Hourly Rate Ranges: $21.49 - $24.10/hour (depends on experience, internal equity, etc.)

For information on the comprehensive benefits package offered by the University visit:

http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant
see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy
see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct