

The University of Texas at San Antonio

Job Description

Job Title: Senior Legal Coordinator
Code: 19052
Salary Grade: 60
FLSA Status: Non-Exempt
Department/Division: Legal Affairs
Reports To: Public Information Officer and Associate Counsel

Summary

- Function: To provide professional skills and general administration of public information requests, subpoenas and records retention. Performs review of responsive information to identify exceptions to release.
- Scope: Responsible for analyzing, tracking, and coordinating responses to requests for documents, records, and public information and ensuring UTSA compliance with state guidelines. Responsible for coordinating responses to third-party subpoenas, and records retention.

Duties

- Typical:
 1. Consults with the Chief Legal Officer, Associate Counsel, Public Information Officer and Record Retention Officer as needed.
 2. Receives, reviews, coordinates responses to and tracks requests for public information and subpoenas.
 3. Directs internal departments to produce requested information and records from public information requests and subpoenas. Consults and advises regarding document production. Coordinates with and assists internal departments in producing requested information and records. Provides response for information requests and subpoenas.
 4. Requests clarification and/or narrowing of scope when needed from requestor.
 5. Determines and prepares cost estimates and prepares written communication to requester in a timely manner. Ensures payment is collected prior to information release.
 6. Evaluates requests and determines information protected from disclosure, with input from Public Information Officer as needed.
 7. Reviews and organizes requested and subpoenaed documents and records for delivery to requesters.
 8. Creates and maintains electronic system to track requests and subpoenas to ensure completion and/or communication within required deadlines and to

- comply with any UTSA or UT System requirements.
9. Acts as a liaison between UTSA Departments, UTSA attorneys, and the UT System Office of General Counsel regarding requests for records and subpoenas. Coordinates with UT System to request exceptions from the Attorney General.
 10. In consultation with Public Information Officer, interprets and applies regulations, policies, and procedures and provides answers and training to appropriate personnel.
 11. In consultation with Record Retention Officer, interprets and applies regulations, policies, and procedures and provides answers and training to appropriate personnel.

- Periodic:

1. Maintains current knowledge of the applicable UTSA and UT system policies, and state and federal laws, including the Texas Public Information Act, Federal and Texas Rules of Civil Procedure, federal and state privacy laws and state law regarding records retention.
2. Coordinates with the Texas State Library and Archives Commission on the recertification of the UTSA Record Retention Schedule.
3. Performs research and analysis on various legal topics as determined by attorneys.
4. Assists Office of Legal Affairs in the creation and maintenance of websites.
5. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution. Degree in Legal Studies or related field of study.

Other Requirements

Required	Preferred
Ability to maintain confidential information.	CLA or CP certification from the National Association of Legal Assistants (NALA).
Ability to lift 20 lbs with or without reasonable accommodation.	
Must have valid Texas driver's license or be able to obtain by first day of employment.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Five years of relevant experience working in a law firm, law office, or governmental entity.	Experience working as a legal assistant in a law office.
	Experience in records management or production.
	Experience with state or federal public information legislation and compliance.
	Experience creating and maintaining databases, electronic calendaring, and/or electronic filing systems.

Equipment

Required	Preferred
Personal computer and knowledge of Microsoft Office Suite to include Word, Excel, and Outlook.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Public Information Officer and Associate Counsel.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
