



**Job Title:** Legal Assistant  
**Faculty/Staff:** Staff  
**Classification:** Non-Exempt  
**Status:** 1.0 FTE, Full-Time  
**Location:** Elk Grove Campus  
**Reports To:** General Counsel  
**Revised Date:** 09/08/2021

**I. Obligations of the Legal Assistant:**

*The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

- A. Hours:** Full-time equivalent (“FTE”) of 1.0 to be performed from CNU office.
- B. Description:** The legal assistant enhances attorney effectiveness by developing case information, evidence, and settlement options; tracking cases; supporting attorney’s trial proceedings

**Responsibilities:**

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- Helps develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
- Keeps clients informed by maintaining contact; communicating case progress.
- Maintains case costs by verifying outstanding balances with attorney, clients, and providers.
- Supports case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills and Qualifications:**



- Reporting Skills, Research Skills, Legal Administration Skills, Client Relationships, Organization, Planning, Attention to Detail, Confidentiality, Dependability, Client Confidentiality
- Microsoft Suite (required)
- Legal secretary experience (preferred)

**Education:**

- Bachelors Degree

Please submit CV to [hr@cnsu.edu](mailto:hr@cnsu.edu)

California Northstate University is an **Equal Opportunity and Affirmative Action Employer**. All qualified candidates are encouraged to apply.