



Republic of Turkey
Konya Technical University
Rector's Office
Legal Advisory Office
JOB DESCRIPTION FORM

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| Document No | HUK-GT-1,35.003 |
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| Revision Date | |
| Page 1 / 1 | |

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| Job Title: | Computer Operator |
| Parent Department: | Rector's Office |
| Department: | Legal Advisory Office |
| Line Manager(s) | Rector, Secretary General, Legal Adviser, Solicitor |
| Subordinate Positions | None |
| Acting Manager | Full member |

Job Description
Tracking and archiving of documents. Monitoring of payroll, accruals and movable assets. Monitoring of investigations.

Responsibilities and Powers of the Role

- To prepare all types of documents drafted by the Legal Advisory Office in accordance with the regulations, circulars and instructions regarding the principles and procedures to be followed in official correspondence, and to submit them via the EBYS System for initialing and signing by the relevant superiors.
- To record incoming and outgoing documents in the EBYS System.
- Handle correspondence relating to judicial and administrative cases and enforcement proceedings in which the University is a party, as prepared by the University's Legal Adviser and Solicitors.
- Handle correspondence regarding disciplinary investigations initiated against administrative and academic staff and students.
- Participate in the work of special committees to which one is assigned, representing the Legal Advisory Office.
- Receive and acknowledge service of process to be served on the Institution by judicial and administrative courts, enforcement offices and notaries.
- Receive all types of documents and files sent to the Legal Advisory Office; register them, identify any prior correspondence where applicable, and forward them to the Legal Adviser or lawyers as appropriate.
- To open case files relating to legal proceedings brought against the University or by the University before judicial or administrative courts. To record these in the system, ensure that office duties are carried out fully and on time, check case files to prevent procedural irregularities, and report the outcomes to the relevant superiors.
- To prepare all correspondence to be sent to judicial authorities and administrative bodies regarding the provision of legal advisory services and submit it to the Legal Adviser.
- To record case files brought for and against the University, ensure their archiving in electronic format, and submit them to the Legal Adviser.
- Assign numbers to outgoing documents in accordance with the University Filing Plan, ensure their dispatch and file them; carry out archiving services for legal matters.
- Monitor the necessary correspondence in accordance with the provisions of the Regulation on the Principles and Procedures for the Implementation of the Law on Access to Information.
- To prepare, distribute, serve, and number all types of official correspondence relating to the Legal Advisory Office's administrative services, and to carry out filing procedures in accordance with the relevant legislation.
- To handle the postal arrangements for documents issued by the Legal Advisory Office; where necessary, to pay court fees, postage costs and expert witness advances in relation to documents to be sent to judicial or administrative courts in connection with legal proceedings.
- To ensure that documents prepared by the Advisory Office are delivered to the relevant departments.
- To manage the Legal Advisory Office's financial and accounting procedures; to maintain an inventory record.
- To carry out the requirements of interim decisions upon the instructions of the Legal Adviser and Lawyers,
- To ensure that document-related storage, transfer and deposit procedures are carried out,
- To handle the unit's accounting tasks, and to prepare and deliver files to be sent to the institutional archive.
- Record pending cases and follow-ups in the computer system, identify any shortages of materials and ensure their procurement from the relevant unit.

Documents relating to the distribution and payment of agency fees in accordance with the provisions of Decree-Law No. 659

Qualifications Required for the Role

I confirm that I have read this job description and acknowledge that it covers my current duties. The job description will be revised as necessary to ensure it remains up to date
...../...../.....

Position Title: Responsible Person
(Title, First Name, Surname, Signature)

Approved by the Senior Manager
(Title, First Name, Surname, Signature)

