UNIVERSITY OF SOUTHERN CALIFORNIA

University Counsel II

Job Code: 125011

Grade: M
OT Eligible: No
Comp Approval: 5/5/1995

JOB SUMMARY:
Provides legal counsel on matters relating to university business and operations to minimize legal liabilities. Serves as a litigation or transactional attorney as warranted.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ _____ Provides counsel and advice on legal matters.

_____ _____ Provides legal counsel and guidance in the ordinary and special activities of the university to ensure maximum protection of its legal rights and to maintain operations within the limits prescribed by law.

_____ _____ Prepares or reviews proposed contracts, leases, formal agreements and other legal instruments to safeguard the university's interests.

_____ _____ Selects and recommends outside counsel, as required, to obtain legal opinions or handle claims and litigation.

_____ _____ Participates in or conducts litigation.

_____ _____ Contributes to the development of university policies. Reviews and recommends revisions as necessary.

_____ _____ Counsels on staff and faculty labor law problems and assists with internal grievances and hearings involving administrative agencies.

_____ _____ Performs complex legal research and compiles data from various reference sources.

_____ _____ Supervises the work of assigned secretary(s), paralegal(s) and law clerk(s).

__E__ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

_____ _____ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Doctorate

**Minimum Experience:**
- 3 years

**Minimum Field of Expertise:**
- J.D. and member of California Bar. General business law with litigation experience.

**Preferred Experience:**
- 5 years

**Skills:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research

**Supervises:**

- Level:
  - Supervises employees who do not supervise.

**Supervises:**

- Nature of Work:
  - Clerical/Secretarial
  - Professional/Paraprofessional

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**SIGNATURES:**
Employee: __________________________  Date: __________________________
Supervisor: ________________________  Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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