**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**University Counsel III**  
**JOB CODE: 125015**

**Grade:** N  
**OT Eligible:** No  
**Comp Approval:** 4/14/1995

**JOB SUMMARY:**
Serves as senior attorney for University. Provides legal counsel on matters relating to University business and operations to minimize legal liabilities. Serves as a litigation or transactional attorney as warranted. Provides leadership and guidance to less experienced attorneys.

**JOB ACCOUNTABILITIES:**

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Serves as senior attorney for University. Provides leadership, guidance, and training to less experienced attorneys. Coordinates activities of other attorneys. Assists attorneys in preparing for trial as necessary.</td>
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<td>______</td>
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<td>Provides counsel and advice on legal matters. Handles the most complex legal matters or projects.</td>
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<td>______</td>
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<td>Provides legal counsel and guidance in the ordinary and special activities of the University to ensure maximum protection of its legal rights to maintain operations within the limits prescribed by law.</td>
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<td>Serves as liaison to regulatory and legislative bodies and courts as required.</td>
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<td>Prepares or reviews proposed contracts, leases, formal agreements and other legal instruments to safeguard the University's interests. Examines instruments and opinions prepared by other attorneys and advises officials of University as to the legal requirements in connection with proposed documents.</td>
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<td>Selects and recommends outside counsel to obtain legal opinions or handle claims and litigation. Participates in supervision of outside counsel.</td>
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<td>Conducts litigation. Interviews witnesses to ascertain facts of case. Correlates findings and prepares case. Prosecutes, or defends University against charges. Conducts case, examining and cross examining witnesses. Summarizes case to jury.</td>
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<td>Contributes to the development of university policies. Reviews and recommends revisions as necessary.</td>
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<td>Counsels on staff and faculty labor law problems and assists with internal grievances and hearings involving administrative agencies.</td>
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<td>Performs complex legal research and compiles data from various reference sources. Examines legal data to determine advisability of defending or prosecuting lawsuit.</td>
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<td>Supervises the work of assigned secretary(s), paralegal(s) and law clerk(s).</td>
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<td>______</td>
<td>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.</td>
</tr>
</tbody>
</table>
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  ☑ Yes  

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:**

8 Years

**Minimum Field of Expertise:**

J.D. and member of California Bar. General business law with extensive litigation experience.

**Preferred Experience:**

10 Years

**Skills: Other:**

- 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.
- Mediation
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research

**Skills: Machine:**

- Personal Computer
Supervises: Level:
Supervises employees and student workers

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

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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