UNIVERSITY OF SOUTHERN CALIFORNIA

Legal Fellow

Job Code: 125003

OT Eligible: No

Comp Approval: 10/27/2016

JOB DESCRIPTION:

Provides legal support services to University clients on various legal issues. Conducts basic legal research. Communicates with public interest and private attorneys, prosecutors, government agencies, and nonprofit organizations on a variety of legal issues. Works with supervising attorneys in conducting diligence and servicing clients on various matters. Provides professional support to all staff or contracted attorneys, as required.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______  ______  Provides legal support services to University clients on various legal issues such as: contract drafting and review, government and industry funding and research agreements, regulatory compliance, international, employment, health care, data security and privacy, intellectual property, tax exempt matters and litigation-related matters.

______  ______  Conducts basic legal research on various legal issues as required.

______  ______  Communicates with outside attorneys on a variety of legal matters.

______  ______  Works with supervising attorneys in servicing clients on various legal matters. Handles moderately complex legal issues with supervision and guidance.

______  ______  Provides professional support to all staff or attorneys, as required.

______  ______  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:

J.D.

Minimum Experience:

1 year

Minimum Field of Expertise:
J.D. and up to one year of legal experience. Experience in business transactions, contract drafting and review desired, but resourcefulness and motivation are highly valued. Superior legal research and writing skills and excellent interpersonal skills. Knowledge of relevant federal, state and local laws and regulations.

Preferred Experience:

1 year

Skills: Administrative:

Communicate with others to gather information
Compose letters
Counseling
Customer service
Gather data
Input data
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software
Verify calculations

Skills: Other:

Analysis
Assessment/evaluation
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Mediation
Negotiation
Organization
Planning
Problem identification and resolution

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Personal computer

Supervises: Level:

May oversee student, temporary and/or resource workers.

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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