UNIVERSITY OF SOUTHERN CALIFORNIA

University Counsel I

Job Code: 125007

Grade: M
OT Eligible: No
Comp Approval: 7/28/2011

JOB SUMMARY:
Provides legal counsel on matters relating to university business and operations to minimize legal liabilities. Advises on matters regarding government regulation.

JOB ACCOUNTABILITIES:

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

<table>
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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>ACCOUNTABILITY</th>
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<td>____</td>
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<td>Provides counsel and advice on legal matters.</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 and to maintain operations within the limits prescribed by law.</td>
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<td>Prepares or reviews proposed contracts, leases, formal agreements and other legal instruments to safeguard the university's interests in areas such as information technology, real estate, construction, private equity, employment, purchasing, research, clinical affiliations, risk management, licensing (trademark and copyright), government contracts, and others.</td>
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<td>Collaborates or cooperates with outside legal counsel in various legal matters.</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>Performs legal and other research and compiles data from various reference sources.</td>
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- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

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:**

3 years

**Minimum Field of Expertise:**

J.D. and member of California Bar

**Preferred Field of Expertise:**

Knowledge of business law

**Skills: Other:**

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

**Skills: Machine/Equipment:**

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

**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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