**UNIVERSITY OF SOUTHERN CALIFORNIA**

**University Counsel II**

**Job Code: 125011**

OT Eligible: No

Comp Approval: 2/14/2017

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**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.

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**JOB ACCOUNTABILITIES:**

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* 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 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.

** 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.

** Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. 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.

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**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:**
- J.D.

**Minimum Experience:**
- 5 years

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

**Preferred Experience:**
- 7 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.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research

**Supervises: Level:**
- May oversee staff, students, volunteers, agencies and/or resource employees.

**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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