



JOB INFORMATION

<i>Job Code:</i>	125001
<i>Job Title:</i>	Legal Assistance Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead volunteers, temporary and/or resource workers.
<i>Job Family:</i>	Legal
<i>Job Family Group:</i>	Legal Services
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Maintains legal assistance caseload, monitoring community outreach efforts and communications. Plans and implements legal services and activities, and provides direct legal guidance and assistance as required. Maintains database of relevant internal/external contacts.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	providing legal guidance

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience providing legal guidance.
X		Proven leadership ability.
X		Practiced use of discretion and decision-making ability.
X		Excellent written and oral communication skills and a proven ability to build and maintain deep and meaningful relationships with community members and outside agencies.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	An understanding and appreciation of the cultural vibrancy and historical significance of local communities in Los Angeles and Southern California.
	X	Proven ability to make important decisions effectively and efficiently, employing successful strategies and management ideologies.
	X	Fluency in one or more languages in addition to English (e.g., Spanish, Korean).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains legal assistance caseload, monitoring community outreach efforts, schedules and daily contacts. Provides direct legal guidance and assistance as required.				
Develops and plans programs to engage and support community members. Organizes and administers educational and informative events and activities regarding legal rights and relevant items (e.g., tenant rights, affordable housing).				
Works with local business community members and any relevant external agencies to identify and develop effective improvement strategies. Represents the department at regular meetings and external events. Researches and identifies potential funding sources for program expansion.				
Maintains confidential records and unit databases, performing regular analyses and communicating results as required.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.