



JOB INFORMATION

Job Code:	125015
Job Title:	University Counsel III
FLSA Status:	Exempt
Supervisory:	
Job Family:	Legal
Job Family Group:	Legal Services
Management Level:	7 Individual Contributor

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

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

Req	Pref	Functional Skills
X		J.D. and member of California Bar. General business law with extensive litigation experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				
Provides counsel and advice on legal matters. Handles the most complex legal matters or projects.				
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.				
Serves as liaison to regulatory and legislative bodies and courts as required.				
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.				
Selects and recommends outside counsel to obtain legal opinions or handle claims and litigation. Participates in supervision of outside counsel.				
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.				
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. Examines legal data to determine advisability of defending or prosecuting lawsuit.				
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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/			No

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.