Definition of Class
This is a supervisory position in which the incumbent assists in providing quality legal assistance to state/government agencies and provides management of Mississippi Law Research Institute activities in the absence of the director. The incumbent performs legal research for state/government agencies including the legislature, assists with developing and maintaining the budget, supervises Senior Research Counsel positions to ensure projects meet scheduled deadlines.

Examples of Work Performed
Maintains knowledge and schedule of projects assigned to research counsel and assesses progress of each project.

Assists in preparation and maintenance of budget and appropriation requests. Participates in preparation of budgets for grant applications.

Meets with MLRI clients to review project progress.

Prepares various quarterly and annual reports.

Serves as a member of the National Conference of Commissioners of Uniform State Laws and Legislative Services Director of Southern Legislative Conference; serves on law drafting committees; attends annual workshops and conferences.

Coordinates Uniform Law introduction and testimony for Mississippi legislature.

Meets with legislators, budget analysts, and University fiscal personnel to explain budget requests.

Researches projects assigned by supervisor.

Presents legal presentations to judges, attorneys and others attending continuing education seminars.

Supervises MLRI activities in the absence of the Director.

Determines and meets the research needs of the clients.

Drafts and publishes research results.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Conceives improvements in both substantive and adjective law and makes recommendations concerning them to the legislature.

2. Examines and analyzes law with the objective of discovering defects and inequities and of recommending needed reforms.

3. Provides research, counsel, and drafting assistance to the legislature and state and local government agencies for the development and revision of laws and regulations.
4. Advises and assists local governments, state agencies and associations by performing legal research and preparation of related materials, such as statues and ordinances, reports, manuals, handbooks, codes and by conducting courses of instruction for the more efficient application of law and utilization of governmental resources.

5. Prepares and publishes texts and other scholarly works on law and procedure to aid in the administration of government.

6. Conducts research on complicated matters of Mississippi and United States law and procedure and prepare briefs and reports of research for publication.

7. Supervises department activities in the absence of the director.

8. Assists in budget preparation and appropriation requests; prepares various quarterly and annual reports.

9. Serves as a member of various counsels and committees.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; climb and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Law degree from a law school accredited by the American Bar Association.

- **Experience:**
  Three (3) years of experience related to the above described duties.

- **Licensure:**
  Admission to practice law.

**Interview Requirements**

Any candidate who is called an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.