Definition of Class
This position manages the execution and analysis of projects and activities of the MacArthur Justice Center, a clinical experience for UM Law students which advocates for human rights and social justice through litigation. The incumbent provides support to the Center Director, participates in litigation processes, monitors compliance with court orders and settlement agreements, prepares reports, maintains records, and manages fiscal operations. This position reports to the Director of MacArthur Justice Center.

Examples of Work Performed
Provides guidance and management of activities of staff attorneys associated with the Center and students participating in the Center’s clinical experience.

Coordinates activities with co-counsel, external agencies and other law school clinical programs.

Designs and maintains a project and case management filing system.

Drafts and files briefs, motions, pleadings and other submissions to state and federal courts.

Prepares reports, documents, and opinions based upon fact investigation and research findings.

Oversees and participates in preparation of discovery documents.

Attends trials with counsel.

Compiles and indexes legal documents.

Designs and maintains a project and case management filing system.

Monitors compliance with court orders.

Conducts client interviews and compiles interview memoranda.

Inspects prison facilities and interviews inmates.

Assists in the preparation for and support at meetings, negotiations, settlement conferences and trials.

Participates in identification of expert witnesses and conducts witness interviews.

Determines use of funds and approves expenditures. Reviews contracts, selects vendors and monitors vendor performance.

Monitors and maintains fiscal records, reconciles budgets, analyzes expenditures, prepares financial reports and anticipates future budget needs.

Promotes awareness the Center’s on-going engagement by initiating and coordinating services of contracted public relations agencies.

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. Manages and participates in the execution and analysis of projects and activities.
2. Provides fiscal oversight of budgets and expenditures.

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 25 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; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s Degree in Paralegal Studies from an accredited four-year college or university, or Bachelor’s Degree in a related field with current Paralegal Certification.

AND

Experience: Four (4) years of experience related to the above described duties.

Licensure & Certifications: When Paralegal Certification is required, active certification must be maintained with timely recertification renewal.

Interview Requirements
Any candidate who is called for 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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