Definition of Class
This is a professional position, within a non-profit legal clinic, in which the incumbent provides legal research, litigation and other client services. The incumbent also works with clinic faculty, members of the public, the bar, and the university to identify policy issues, conduct policy research and draft and present findings and recommendations. The incumbent will also participate in internal operations such as new student orientation, registration, special events, educational events and fundraising. Position reports to the Director, Civil Legal Clinic.

Examples of Work Performed
Provides representation of clients through litigation of cases and other client services.

Interviews clients and witnesses.

Drafts letters, pleadings, memoranda of law, notices, motions and other legal documents.

Gathers facts and drafts discovery.

Appears in court, conducts trials and meets with counsel and parties.

Works with clinic faculty, members of the public, the bar, and the university to identify policy issues.

Plans, coordinates and conducts research regarding identified policy issues.

Drafts reports and recommendation for publication.

Makes public presentations about clinic’s policy work.

Assists in meeting the clinic’s mission, by participating in periodic administration/organizational activities.

Participates in clinic orientation, registration, special event, educational events, fundraising events, etc.

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. Provides litigation of cases and other client services.

2. Conducts policy research, drafts and presents findings and recommendations.

3. Participates in clinic orientation, registration, special events, educational events and fundraising.
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 talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand and walk.

Experience/Educational Requirements:

Education:
Juris Doctor Degree from a law school accredited by the American Bar Association.

AND

Licensure:
Admission to practice law in the State of Mississippi.

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.

Rev. 04/01/2015

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.