Definition of Class
This is a professional supervisory position in which the incumbent assists in providing quality legal assistance to state/government agencies. The incumbent performs legal research for state/government agencies including the legislature.

Examples of Work Performed
Researches projects assigned by supervisor.

Supervises student researchers.

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

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

   AND

    Experience:
    Two (2) years of experience related to the above described duties.

   Licensure:
   Admission to practice law.

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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