**Definition of Class**
This is a professional position, within a non-profit office and legal clinic, in which the incumbent provides legal research, directs investigations, and coordinates the work of second and third year law students.

**Examples of Work Performed**
Reviews applications from inmates seeking assistance from the Mississippi Innocence Project and determines which applications are viable for further investigation.

Provides follow-up correspondence to incomplete or supplemented applications.

Collects transcripts and associated case documents for viable cases and creates case files.

Reads and analyzes clients’ court documents.

Drafts detailed memoranda for purposes of developing a litigation plan for cases.

Implements investigative and litigation plans.

Coordinates legal clinic work of law school students.

Speaks publicly to groups about the work of the Project and issues surrounding wrongful incarceration.

Travels to state prisons to meet with clients, as well as attend other various meetings and events.

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. Conducts legal research and gives legal presentations.
2. Supervises law student research assistants.
3. Provides legal advice and counsel.

**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.

- **Licensure:**
  Must be able to obtain admission to practice law within Mississippi during the first 6 months of employment.

**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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