JOB DESCRIPTION

Research Counsel

Definition of Class
This is a professional position in which the incumbent assists in providing legal research and advisement on various legal issues. The incumbent is responsible for publication production, supervising law student assistants, and completing assigned research and advisory duties.

Examples of Work Performed
Conducts legal research on various topics.

Drafts and edits law review articles and other written documents.

Gives presentations and consults with colleagues.

Supervises student research assistants.

Creates layout and supervises printed and electronic publication production.

Conducts BlueBooking and cite checking for publication articles.

Provides legal advice and counsel, if licensed.

May be required to travel to various conferences, meetings, and events.

May teach classes in related areas.

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 for legal presentations and/or production of publications.

2. Supervises law student research assistants.

3. Provides legal advice and counsel, if licensed.

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:**
Must be able to obtain admission to practice law within the first 12 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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