Definition of Class
This is a professional position, within a non-profit office and legal clinic, in which the incumbent manages and litigates civil cases, participates in policy research projects, supervises and instructs law students in the practice of law, and provides a variety of programmatic and administrative support in the Clinic.

Examples of Work Performed
Managing and litigating clinic cases with minimal oversight on a year round basis.

Managing and overseeing court cases are properly handled and participating in the client intake process, providing advice and referral services.

Drafting legal documents and memoranda.

Conducting policy research and writing.

Instructing and supervising students in legal doctrine, professionalism, research, writing, interviewing, investigation, trial, settlement and negotiations. Traveling with students as necessary in order to provide representation to Clinic clients.

Developing clinical curricula.

Reviewing and grading student work.

May teach one non-clinical course per semester.

Conducting CLE’s, participating on bar committees, making public presentations.

Helping coordinate legal clinic work of law school students, faculty, and private members of the bar.

Assisting with the development of projects or programs.

Performs administrative duties, as assigned by the Director.

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. Represents clients, conducts legal research, drafts legal documents, and litigates cases.

2. Instructs and supervises law students in the practice of law through the representation of clinic clients.
3. May teach one non-clinical course each semester.

4. Conducts administrative and programming functions, as assigned.

**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

Three (3) years experience related to the above described duties.

- **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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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.