Definition of Class
This is a professional position that will perform duties in providing legal counsel, advice and services to the University’s departments and offices. The incumbent will also manage local and state governmental affairs/relations. The incumbent frequently exercises discretion and independent judgment.

Examples of Work Performed
Provides legal services to the University’s officials, offices and departments. Reviews contracts and policies.

Trains and educates on legal risks and compliance matters.

Assists departments or offices on campus in policy development and risk management.

Tracks lobbying and related expenditures and reports them accordingly.

Relates to other university system legislative liaisons; tracks and monitors legislation.

Builds and maintains working relationships with key state, local/city, county and regional officials.

Manages and tracks local issues and intergovernmental efforts.

Provides legal representation in resolving conflicts; oversees outside counsel.

Represents the University before governmental agencies and also in adversarial contexts including litigation. May supervise support staff.

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 legal counsel, advice and services to the University’s departments and offices.

2. Oversees and manages state and local governmental and legislative relationships and issues.

3. Provides legal representation in resolving conflicts.
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. The incumbent is periodically required to stand; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk and reach with hands and arms.

Experience/Educational Requirements:

Education:
Juris Doctorate Degree from a law school accredited by the American Bar Association, member of the Mississippi Bar Association, or obtain admission into the Mississippi Bar Association within 6 months of employment.

Experience:
Ten (10) years of experience related to the above described duties.

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.