Auburn University Job Description

Job Title: Staff Counsel
Job Code: EC04
FLSA status: Exempt

Job Summary
Assists the General Counsel in legal matters relating to Auburn University.

Essential Functions
1. Assists General Counsel in legal matters relating to the University.
2. Under the supervision of the General Counsel provides legal assistance to University administrators in matters relating to compliance of University activities with applicable law and established legal precedent.
3. Reviews legal documents executed in the name of Auburn University.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
# Auburn University Job Description

## Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juris Doctorate</td>
<td>Juris Doctor (J.D.)/Bachelor of Law degree</td>
<td>Required</td>
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<tr>
<td>Experience (yrs.)</td>
<td>3</td>
<td>Minimum of three (3) years of experience as an attorney at law; or relevant higher education experience</td>
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**Substitutions allowed for Education:**
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**
Indicated experience is required; no substitutions allowed.

**Minimum Required Knowledge**
Understanding of case law, legal precedent, and legislation.

**Certification or Licensure Requirements**
Must be eligible and willing to sit for the State Bar Exam within twelve (12) months of hire

## Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing,

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/2/2018