Job Classification Specification

Job Description for Staff Attorney,
Student Legal Services

Description effective as of October 22, 2013

Responsible for handling a variety of complex assigned legal projects within the Student Legal Services department. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.

TYPICAL TASKS

Note: These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

• Provides legal counsel, advice, and representation to student clients on a broad range of legal topics including landlord-tenant, criminal, consumer, creditor/debtor/collection, employment, and public benefits law.
• Analyzes legal issues and defenses; drafts pleadings and motions; conducts discovery, which will include interviewing witnesses, obtaining statements and reviewing evidence; and prepares witness testimony and exhibits.
• Represents clients in trials, appellate proceedings, hearings before administrative fact finders, and mediations and settlement negotiations.
• Assists in working with state and municipal authorities, community representatives, and other University of Minnesota offices to ensure that student interests are considered/advanced in regards to changes to laws, ordinances, regulations, and/or rules.

INDEPENDENCE AND DECISION-MAKING

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere; is able to convincingly recommend capital and process improvements to the area.

COMPLEXITY AND PROBLEM-SOLVING

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity—understands the smallest details of a circumscribed area.

REQUIRED QUALIFICATIONS

Requires a JD with five or more years of experience; may supervise a small homogeneous department or larger process-oriented area whose members perform like activities.