Job Classification Specification

Job Description for Senior 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.

- Provide 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.
- Analyze legal issues and defenses; draft pleadings and motions; conduct discovery which will include interviewing witnesses, obtaining statements and reviewing evidence; and prepare witness testimony and exhibits.
- Represent clients in trials, appellate proceedings, hearings before administrative fact finders, and mediations and settlement negotiations.
- Supervise law clerks and legal assistants.
- Develop and present legal educational programming for students and the University community.
- Work 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

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion are required.

COMPLEXITY AND PROBLEM-SOLVING

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, necessitating enterprise and new approaches.

Required Qualifications

Requires a JD with eight or more years of experience and prior oversight of a small department or cross-disciplinary team; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.