

DRAFT – April 24, 2018

LEGAL JOB FAMILY – LEGAL COUNSEL

JOB FAMILY CONCEPT: The Legal job family primarily responsible for providing legal counsel and legal support work for the university community. Typical legal fields include litigation, intellectual property, ethics and conflicts of interest, and other specialties.

LEGAL COUNSEL

The **Legal Counsel** role is responsible for providing legal counsel to the Board of Trustees, President, and the University community. Represent the University in administrative hearings and litigation.

The **Legal Counsel** role is distinguished from the **Paralegal** role in that it is required to be licensed to practice law and provides professional legal advice.

The **Legal Management** role is distinguished from the **Legal Attorney** role in that it primarily exists to provide management.

LEGAL COUNSEL 1

Typical Functions

- Provides and assists in the provision of legal counsel typically in a specialty area.
- Performs standard legal work and participates in the performance of moderately complex legal work to include research, policy review, legal compliance issues, contract reviews, property sale/acquisition, employment, and clinical affairs.
- Represents the university in administrative hearings and litigation.
- Serves as liaison with administrative agencies.
- Responds to legal issues and counsels management in the development of legal strategies and solutions.
- Researches and analyzes laws and regulations.
- Prepares written and verbal opinions of counsel.
- Reviews, prepares, and approves contracts involving leases, licenses, purchases, sales, insurance, employment, and research.
- Assists in negotiating settlements with external and internal clients and agencies.

Complexity and Decision Making Authority

Work under limited supervision. Makes moderately complex decision independently and refers more complex issues to higher level counsel. Makes decisions regarding the appropriate manner to best resolve or pursue litigation on behalf of the University. Determines what laws, regulation or policy may be applicable to legal questions received from University administration and decides appropriate recommendation to be made. Decisions about settlement and decisions about recommendations when there is no clear applicable policy are referred to higher level.

Knowledge, Skills, and Abilities

Strong legal writing and oral communications skills. One or more of the following types of experience is preferred: public higher education experience; employment law experience; or civil litigation experience.

Education/Experience

Juris Doctorate from an accredited law school; five or more years of civil practice experience in a law firm or in a corporate, higher education, or government legal office.

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Licensure

Tennessee license to practice law or eligible for Tennessee license to practice law.

LEGAL COUNSEL 2

Typical Functions

- Performs moderately complex legal work to include research, policy review, legal compliance issues, contract reviews, property sale/acquisition, employment, and clinical affairs.
- Oversees and manages the work of level 1 attorneys in specialty areas.
- Serves as second-in-command in the absence of University General Counsel.
- Routinely provides counsel to senior leadership.
- Serves as liaison with state attorney general's office.

Complexity and Decision Making Authority

Makes decisions on a wide variety of strategic decisions for handling litigation to reach the best overall result for the University. Decisions are made as to what law, policy or other applicable authority applies and what action is recommended to the University official and other persons seeking legal advice for University-related purposes. Litigation settlement, litigation expenditures, and appeals from adverse decisions of trial courts are referred, with an appropriate recommendation for disposition to the General Counsel.

Knowledge, Skills, and Abilities

Ability to analyze a wide variety of issues of fact and law affecting the University. Ability to develop a strategy for addressing issues and the ability to effectuate the strategic solutions developed by written or verbal legal advice provided to University officials and others or through litigation of claims before claims commission or other legal fora.

Education/Experience

Juris Doctorate from an accredited law school; five or more years of civil practice experience in a law firm or in a corporate, higher education, or government legal office.

Licensure

Tennessee license to practice law or eligible for Tennessee license to practice law.