AUBURN
Human Resources

Staff Counsel

Job Description

JOB INFORMATION

Job Code	EC04
Job Description Title	Staff Counsel
Pay Grade	LC14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Legal Affairs

JOB SUMMARY

The Office of the General Counsel provides advice and counsel to the Auburn University Board of Trustees and senior University administration regarding all areas of University operations. The Office of General Counsel supports Auburn University's mission, defined by the University's land-grant traditions of service and access. The University serves the citizens of the State through its instructional, research and outreach programs, preparing Alabamians to respond successfully to the challenges of a global economy.

The Office of General Counsel maintains a sophisticated and complex practice that touches a wide range of legal areas, including but not limited to federal and state constitutional and public law issues, labor and employment, litigation, public contracting, intellectual property, research and technology transfer, business transactions, construction, administrative law, and public safety. Reporting to the General Counsel, the Staff Counsel will conduct legal research, draft legal memoranda, review and draft contracts, analyze legal issues raised to the Office, and perform other duties and special projects as assigned by the General Counsel.

All Office of General Counsel staff are expected to work with exceptional professionalism, skill, attention to detail, judgment, discretion, and integrity. The Office of General Counsel will maintain a strong commitment to teamwork, inclusiveness, and adaptability to a broad range of issues, people, and situations, inspiring confidence in our clients and the broader University community.

RESPONSIBILITIES

- Assists General Counsel in legal matters relating to the University.
- 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.
- Reviews legal documents executed in the name of Auburn University.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Juris Doctorate	Juris Doctor (J.D.)/Bachelor of Law degree required from an accredited law school.	and	3 years of	experience as an attorney at law. Relevant higher education experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of case law, legal precedent, and legislation related to higher education and university business and operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be eligible and willing to sit for the State Bar Exam	within 1 Year	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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