AUBURN
Human Resources

# Sr. Staff Counsel

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EC09 |
| Job Description Title | Sr. Staff Counsel |
| Pay Grade | LC15 |
| Range Minimum | $112,420 |
| 33rd % | $146,140 |
| Range Midpoint | $163,010 |
| 67th % | $179,870 |
| Range Maximum | $213,600 |
| Exemption Status | Exempt |
| Approved Date: | 5/5/2021 3:36:29 PM |
| Legacy Date Last Edited | 5/2/2018 |

## JOB FAMILY AND FUNCTION

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|---|---|
| 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

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|---|---|
| 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 | 5 years of | experience in two or more of the University's primary areas of legal practice. Special considerations will be given to applicants with experience in higher education law. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| 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 | |
|---|---|---|---|---|
| | Membership in the Alabama bar or eligible to practice law in the State of Alabama | within 1 Year | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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