JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

# University Counsel I

**Job Code: 11001**

**Salary Grade: 24**

**FLSA Status: Exempt**

**Job Family: Legal & Compliance**

**Job Subfamily: Legal**

**Career Level: Professional Contributor 1**

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

## Position Summary

Provides legal services and counsel to university units on routine matters, with guidance from senior attorneys. Conducts legal research, reviews contracts, advises on grievances and appeals, and supports litigation at the state and federal level.

## Job Responsibilities

1. Conducts legal research and prepares memoranda, summaries, and recommendations on assigned matters. 2. Reviews and drafts routine contracts, agreements, and related documents for university units. 3. Advises university departments on grievances, appeals, and standard legal and policy questions. 4. Supports litigation at the state and federal level, including document preparation and discovery assistance. 5. Assists senior counsel with more complex matters and specialized practice areas. 6. Monitors changes in applicable laws, regulations, and court decisions relevant to assigned areas. 7. Maintains case and matter records and supports compliance with university legal procedures.

## Minimum Requirements

**Required Education & Experience:**

Juris Doctor (J.D.); Experience: 0 years

**Required Certifications or Licenses:**

License in good standing to practice law in the State of Oklahoma; admission to the U.S. District Courts for the Western and Northern Districts of Oklahoma, or able to be admitted in each within 30 days of hire; admission, or eligibility for admission, in the Eastern District of Oklahoma and the Tenth Circuit Court of Appeals within six (6) months of hire.

**Verification of education and licensure (if applicable) will be required if selected for hire.**

## Knowledge, Skills, and Abilities

Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts. Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor. Problem Solving: Recognizes and escalates unusual situations or problems. Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment. Leadership: Primarily an individual contributor with no formal leadership responsibility.

## Working Conditions

Standard office environment. Prolonged periods of sitting and working at a computer. Frequent use of a keyboard and repetitive motion. Occasional lifting of up to 25 pounds. May experience periods of elevated workload and competing deadlines.

**Printed Date: 11/05/2026**