JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

University Counsel

Job Code: 6575

Salary Grade: S11

FLSA Status: Exempt

Job Family: Organizational Administration

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.

Job Responsibilities

Responsible for providing legal services and advice to departments and colleges at the University including, but not limited to litigation, contract review, research, training, writing, and advising on various legal issues.

- Assists with litigation matters at the state and federal level, including conducting written discovery.
- Counsels and prepares University employees who are sued and/or are engaged in administrative hearings within the scope of their employment and/or who are witnesses
- Assists with administrative charges, state tort claims, and state and federal investigations
- Utilizes computer software for contract review and policy work
- Researches and analyzes applicable law and/or policy and prepares summaries of legal research
- Presents factual and legal theories and arguments to departments both orally and in writing.
- Responsible for the review of all contracts for departments related to purchases, academic rotations, and professional services
- Assists the departments and colleges requiring legal services and advises on faculty grievances/appeals and student grievances/appeals
- Prepares training materials and provides training to departments and colleges
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

- Juris Doctorate (JD) from an American Bar Association (ABA) law school

Experience:

- Experience with litigation in state or federal court
- Experience in discovery and motion practice

Preference: 2- 5 years' experience in litigation, state government, and/or employment law

Required Certifications or Licenses:

- License to practice law in Oklahoma and be in good standing
- Admission to United States District Courts for the Western and Northern Districts of Oklahoma or able to be admitted in each within 30 days
- Admission or eligible for admission in the Eastern District of Oklahoma and the 10th Circuit 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

- Ability to speak, read, and write clear, concise English
- Ability to accurately read and understand written materials and instructions
- Proficient in Microsoft Office
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Able to communicate well and build rapport quickly with students, faculty, staff, and administration
- Must have impeccable legal research and writing skills
- Must be self-motivated
- Must exhibit strict adherence to confidentiality and other professional and ethical standards
- Exceptional skills in accurately presenting factual and legal theories and arguments
- Advanced computer skills with familiarity of discovery management software, Westlaw, and Artificial Intelligence
- Ability to work in a fast-paced environment with minimal supervision

- Must be proactive and able to assist the management, delegation, and coordination of task, as needed
- Must be able to read and interpret policy as well as State and Federal regulations
- Composition and proofreading skills

Working Conditions

Physical:
Sit for prolonged periods. Communicate effectively and listens. Engages in repetitive motion. Subject to stress caused by deadlines and workload.

Environmental:
Standard office environment.

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