

Spec. Code: 2255
Occ. Area: 01
Work Area: 056
Prob. Period: 12 mo.
Prom. Line: none
Revised
Effective Date:06/09/03

ASSISTANT LEGAL COUNSEL

Function of Job

Under supervision of the Legal Counsel, to give assistance in the administration of the Legal Counsel's office.

Characteristic Duties and Responsibilities

1. Assists the Legal Counsel in the preparation of legal opinions, briefs, and cases for trial.
2. Files appearances, motions, and other pleadings as directed.
3. Examines abstracts of title, contracts, wills, and other legal documents for legal sufficiency and form.
4. Assists in preparation and trial of cases.
5. Analyzes legal questions and prepares briefs of authorities thereon.
6. Draws legal documents.
7. Develops standardized legal forms and procedures.
8. Construes statutes, rules, and regulations.
9. May participate in conference negotiations involving legal questions.
10. Acts on behalf of the Legal Counsel in their absence.
11. Reviews and initiates correspondence.
12. Gives administrative supervision to assigned personnel as required.
13. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Juris Doctor Degree
2. Admission to the Bar in Illinois
3. Three years of experience in the practice of law.

Note: Experience gained during a judicial clerkship may be used to qualify under #3.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. General knowledge of business, governmental, and university administration regulations and procedures.
2. High aptitude in the analysis of legal questions.