

## Career Group Concept &amp; Illustrative Examples of Work

Legal Counsel

(To Replace: UH Law Clerk, UH Legal Assistant and UH Loan Litigation Specialist)

Career Group Concept

The Legal Counsel Career Group consists of positions that on behalf of the University conduct or represent the University at judicial and administrative hearings and proceedings, provide legal services and/or provides legal advocacy services for the University. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

Illustrative Examples of Work:

**Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.**

Prepares and presents cases before quasi-judicial hearings officers, arbitrators or other administrative judges; participates in pre-trial conferences and proceedings in the courtroom; prepares drafts of court documents such as interrogatories, notices of depositions, and witness interviews; provides legal advice and explanation of legal decisions, opinions, rules or other legal materials to University officials; prepares cases for court and/or administrative hearings including the collection, analysis and evaluation of evidence for use by attorneys in court; verifies and updates cited case laws and other legal authorities; interviews witnesses to verify evidence and elicits information in preparation for cases; monitors compliance to decisions, stipulations and orders; researches, prepares and files complaints, briefs, motions and pleadings before Small Claims, District and Circuit Courts on matters relating to student loans and such actions associated thereto to include bankruptcy and collection; prepares discovery pleadings and other pleadings such as requests for production, subpoenas, motions to compel and motions for protective order; researches and drafts legal opinions; negotiates out-of-court settlement on behalf of the University; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.