

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB DESCRIPTION**

TITLE: Students' Legal Advisor

EEO CATEGORY: Professional

JOB NUMBER: 0-2170

STATUS & GRADE: E-21

DATE: 04/1998

DEPARTMENT: Students' Legal Services

EDUCATIONAL & EXPERIENCE REQUIREMENT: Doctor of Jurisprudence Degree with a minimum of two (2) years practice experience required. Desire emphasis on consumer, criminal law, landlord-tenant, and traffic. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To advise students with their legal problems. There is no court representation nor preparation of legal documents.

SUPERVISION GIVEN & RECEIVED: None

PRIMARY RESPONSIBILITIES: The position involves advising students in regard to their legal rights as presented in various areas of the law. Consumer, traffic, criminal, torts, landlord-tenant, taxation, insurance, family and constitutional (due process) law are areas of the law in which students frequently have problems. Helping students through a legal problem by guiding them through self help procedures. By guiding the student through the procedures required in administrative and judicial proceedings, it is anticipated that the student will be able to effectually deal with these problems in the future. When the problem is of such a nature that legal representation is needed, referral to a practicing attorney is made. It is important that the student be alerted to the need for counsel at an early stage of any controversy that he/she may be involved in. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Contacts with law enforcement personnel, judges, prosecuting attorneys, practicing attorneys, abstract companies, and county and district clerks are made when needed. Lectures are made to classes whose subject matter involves legal areas. Campus organizations requests for speeches and legal advice are met. Information about position and availability of legal advice is given each year to the parents and students at Freshman Orientation. Serves on committees as requested.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.