

[Close Window](#)**Job Summary**

Requisition Number: 29559

Job Title: ATTORNEY, COUNSELING

Working Title: Counseling Attorney

Salary: \$5,867 - \$11,608 monthly

Job Type: Contract

Department Name: 4812-STUDENT LEGAL SERVICES

Department Website URL:

Job Summary Statement: Within established legal, University, and Departmental policies and guidelines, counsel registered University students about the student client's legal rights and obligations. Conduct the legal research required to analyze and assess the student client's case; negotiate with other parties on behalf of the student client; research, write, and present legal documents to the student client and/or assist the student client in drafting such documents. Prepare student clients to represent themselves in court, as appropriate. The incumbent works 80% time between September and June, and 100% time in July and August.

Percentage of Time: 80

Shift Start: 8:30 am

Shift End: 5:30 pm

Qualifications for Position**11 Records**

Qualifications	Required/Preferred
1. Graduation from a fully accredited law school and active membership in California State Bar required; five years active membership preferred.	Required
2. Demonstrated working knowledge in the general practice of law in the State of California, including landlord/tenant relations, domestic relations, accident and injury, criminal, contracts and debts, and rights idiosyncratic to the student in higher education. Demonstrated working knowledge of federal and state laws pertaining to students in higher education. Skill in reading and interpreting legal documents.	Required
3. Working knowledge of University of California policies, regulations, and procedures, particularly those relating to legal rights of students.	Preferred
4. Ability to establish and maintain cooperative working relationships. Skills to interact effectively with students, staff, faculty, administrators at various organizational levels, and the public, for different purposes and in different contextual settings. Ability to counsel undergraduate and graduate students on a one-to-one basis to resolve legal problems. Skill in speaking clearly and distinctly using appropriate vocabulary and grammar to obtain and convey information.	Required
5. Demonstrated ability to do research, write analytical reports, and make presentations on legal issues relating to student clients.	Required
6. Knowledge of computerized legal research tools, word processing, and other office software.	Required
7. Skill in setting priorities which accurately reflect the relative importance of job responsibilities.	Required
8. Demonstrated working knowledge of mediation dispute resolution and skill in mediation between contending parties or groups.	Preferred
9. Skill in negotiating and exchanging ideas, information, and opinions with others to formulate solutions to legal problems.	Required
10 Ability to make oral presentations to provide information and explain laws, policies, regulations,	Required

and procedures concerning legal matters.

11. Ability to supervise, train, and discipline student staff.

Required

Additional Posting Information

Bargaining Unit: 99-Policy Covered

Application Deadline: 06-27-2019

External Posting Date:

Quicklink To Posting: hr.mycareer.ucla.edu/applicants/Central?quickFind=75270

Special Instructions: "The initial contract is expected to begin in Fall 2019, and will go through August 2021. (Eligible for renewal.) Employee works 80% time except for July and August; works full time in those two months.
The target salary range for this position is between the posted minimum and \$33.72 hourly.

Contact information:

Number of Positions:

Special Employment Designations/ Requirements Per UC Policy

Conflict of Interest: N/A

Critical: Continued employment contingent upon completion of satisfactory background investigation.

Driving Record: N/A

E-Verify Check:

Certain positions funded by federal contracts/subcontracts requires UCLA to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. This position does not require E-Verify check.

[More Information](#)

CANRA:
Is this position designated as a mandatory reporter under CANRA? No

Other Special Employment Requirements:

Position is subject to performance standards and other requirements of the University wide Police Policies and Administrative Procedures.

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The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. [UC Nondiscrimination & Affirmative Action Policy](#)

Please be advised that the final candidate recommended for hire into a critical (or otherwise designated) position will be required to successfully complete a background investigation. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

UCLA is a Tobacco-Free environment. For more information, please view the policy at [Tobacco-Free Campus Policy](#).

For additional support, please visit <http://peopleadminsupport.com/5-8/>