Staff Attorney

Job Code 00001018

General Description
This position will advise students of standard legal procedures and of their rights under the law.

Examples of Duties
Assist students in legal matters including but not limited to: landlord/tenant law, criminal law, family law, contract law, employment law and insurance law.
Serve on University Committees as assigned.
Present legal seminars to students, staff and faculty and various classes and organizations on campus.
Develop handouts and brochures to distribute to the audience.
Provide mediation services to students on an as needed basis.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Computer research methods; University Policy and Procedures; Texas State University- San Marcos student code of conduct; Texas Penal Code; Texas Family Code; Debtor/Creditor Law; Consumer Protection Law; Texas Probate Code, Higher Education Constitutional Law issues

Skill in: Analyzing clients’ complaints; propose solutions in line with current statutes and rules; presenting material orally and in writing to individuals or groups on law related topics, policies and procedures.

Ability to: Establish rapport with a variety of clients; explain the law as well as policies and procedures to students; work as a team member on several committees; understand, interpreting, and retaining complex legal material.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Supreme Court of Texas License