**Law Clinic Attorney Standard Job Description**

**Classification Title:** Law Clinic Attorney

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Clinic Attorney, under direction, practices law and supervises Law Clinic students representing low-income clients in poverty law cases and co-teaches students in a classroom setting.

**Essential Duties and Tasks:**

**50% Supervision of Students**

* Supervises law students.
* Provides assistance to students at hearings.
* Advises students through different stages of a case (strategy, research, investigations, drafting, preparing for trial, conducting hearings, etc.).

**30% Court Hearings**

* Reviews, edits, and approves letters, emails, documents and trial notebooks.
* Supervises and teaches law students while representing clients in a professional manner that upholds and enhances the reputation of the Law Clinic.
* Takes over cases when students are unavailable, including hearings.
* Provides organizational and administrative support in Law Clinic operations.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Juris Doctor (J.D.) degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in legal practice.

**Required Licenses and Certifications:**

* Licensed by State Bar of Texas for a minimum of 5 years.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Knowledge of legal research systems.
* Strong verbal and written communication skills.
* Ability to work with sensitive information and maintain confidentiality.
* Ability to supervise law students and assign and review their work.
* Ability to tech in classroom and one-on-one.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**