

**PHASE 2**  
**UCSD Legal**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>Legal</b>	<b>Counsel</b>	Involves providing research and advice on legal issues affecting UC Campuses, Medical Centers, Office of the President and / or the University at-large. Provides the full range of legal services to clients in the following practice areas: labor and employment, faculty and student affairs, health law, governance and public accountability, construction, land use, research compliance, intellectual property, business transactions, litigation, real estate, taxes and gifts and estates, as well as expertise regarding the regulations and policies of The Regents, and other University policies. Direct services include litigation, contract negotiations, advice, and assisting with the development of effective compliance and risk mitigation strategies to facilitate the University's complex operations.
<b>Legal</b>	<b>Legal Support</b>	Provides legal support to attorneys and paralegals. Acts as liaison between university clients and OGC attorneys and paralegals. Carries out a wide range of analytical and administrative tasks. Drafts and edits for review by attorneys and paralegals various legal documents. Prepares and files legal documents with appropriate entities, as required.
<b>Legal</b>	<b>Paralegal</b>	Provides legal assistance to attorneys. Acts as liaison with internal clients, outside counsel and external organizations. Compiles data from various sources legal digests and practice manuals. Assembles, proofs and edits drafts of documents, such as contracts, leases, licenses and insurance policies. Prepares and files legal documents with appropriate entities, as required. Conducts research on projects as directed by attorneys. Assists internally on analyzing documents, counsels on progress of cases.