

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2007**

**ASSISTANT GENERAL COUNSEL**

**FLSA STATUS: EXEMPT - PAY GRADE: 24 - A**

**GENERAL STATEMENT OF JOB**

The Assistant General Counsel, under the direction of the College's General Counsel, will be responsible for managing a wide variety of legal issues pertaining to labor and employment matters, administrative law, collective bargaining, student policies and procedures, ethics matters, federal and state laws pertaining to higher education, other laws applicable to higher education and public and governmental grants administration, and matters pertaining to the operation of the FSCJ Foundation, Inc.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Assist the General Counsel in the management of area specific litigations and litigation pertaining to labor and employment law, insurance and other general liability matters.

Provide legal research and analysis from a wide variety of legal sources, including, but not limited to, Florida Statutes, Federal Laws, State Board of Education Rules, recorded judicial decisions, legal articles, State and Federal Case law opinions, legislative materials, legal codes and secondary materials.

Research, analyze, and interpret federal and state laws and regulations in order to communicate research findings to clients and apply findings to the drafting of legal documents pertaining to specific practice areas.

Communicate with clients to obtain input in the drafting of College regulations and policies related to assigned topics including, without limitation, labor and employment matters, student and employment investigations and litigation, privacy, ethics, intellectual property, technology, administrative law and laws and regulations pertaining to higher education law and local and state government law.

Formulate research memoranda for the College's General Counsel pertaining to the issuance of legal opinions, monitoring of litigation matters and claims, compliance with State and Federal guidelines and Board policies.

Draft routine litigation or administrative law pleadings pertaining to garnishment, bankruptcy, faculty grievances, and other assigned issues as needed.

Draft legal memoranda with supporting legal research pertaining to administrative law, policies and procedures impacting College operations.

Maintain familiarity with College regulations, College policies and procedures, and state and federal requirements affecting College operations.

Provide assistance to outside counsel of the College in preparation of legal defense of suits brought against the College.

Represent the College, when necessary and appropriate, before external agencies in compliance reviews and complaints.

Represent the interests of the administration in personnel matters from a legal perspective.

## **ASSISTANT GENERAL COUNSEL – Page 2**

Represent the interests of the administration in personnel matters from a legal perspective.

Maintain a current knowledge of all legal, policy and regulatory matters which have or could have an impact on the College.

Provide legal advice and counsel on a variety of legal and quasi-legal matters in assigned topic areas.

Communicate best practices to College staff in practice area.

Draft College administrative procedures (APM) and board rules/policies on assigned topics.

Manage practice area litigation, as assigned.

Assist the General Counsel in some phases of office responsibility.

Perform other duties as assigned.

### **SUPERVISION RECEIVED**

General direction is received from the General Counsel.

### **SUPERVISION EXERCISED**

Supervision is exercised over support staff and other personnel assigned to the Office of the General Counsel.

### **MINIMUM QUALIFICATIONS**

Requires an L.L.B. or Doctorate of Jurisprudence and a minimum of two (2) years of experience as a practicing attorney in public or private legal environment or regulatory experience with a state, federal or local government agency.

### **PREFERRED QUALIFICATIONS**

Member of the Florida Bar and licensed to practice law in Florida is strongly preferred. Experience with public sector entity in the areas of public law, labor and employment law, administrative law, education law, civil rights or litigation experience in a closely related field. Qualified applicants must possess excellent written and oral communication skills, strong legal research, analysis, negotiation skills, and the ability to work in a collaborative team-oriented environment. Strong academic background preferred. Use of WORD, Microsoft Outlook.

NOTE: The Office of the General Counsel maintains an attorney/client relationship with all members of the College community, including the Executive Staff and central offices of the College. In representing the College, the Senior Counsel has direct access to all information and records maintained by the College, including confidential records and data. Responsibility necessitates the maintenance of the relationship of the highest confidentiality and professionalism as determined by the law and College regulations and policies.

**MINIMUM QUALIFICATIONS OR STANDARD REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of colors.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceived nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 9/07