

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

GENERAL COUNSEL

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

**JOB FAMILY: LEGAL COMPLIANCE AND REGULATIONS
JOB FUNCTION: BUSINESS SERVICES**

GENERAL STATEMENT OF JOB

The General Counsel provides legal counsel, research, and written and oral legal opinions to the College President, the District Board of Trustees (DBOT), and College departments and other areas of the College, as appropriate, regarding Board policies, personnel actions, contracts, program proposals, regulatory and compliance matters. Directs or coordinates the defense of the College against lawsuits and claims and other matters affecting the College. The General Counsel serves as the College's chief legal advisor, supports the College's legal and operational objectives, and provides strategic legal guidance to promote sound governance, risk mitigation, and compliance with applicable laws, regulations, and policies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership, direction, and legal oversight for the Office of General Counsel and its areas of responsibility. Develops, reviews, revises, and recommends approval of new and existing contracts, agreements, policies, procedures, and other legal documents. Advises the President and the DBOT on legal matters and recommends changes to policies or procedures to support effective, compliant, and efficient College operations. Accepts and fulfills directives issued by the President and the DBOT and maintains appropriate communication regarding significant legal, compliance, and operational issues.

Monitors and interprets changes in federal and state laws, regulations, administrative rules, court decisions, and other legal developments that may affect the College. Provides timely legal guidance, research, and recommendations to College leadership, administrators and College departments on matters related to the College. Supports the development and implementation of legally compliant practices and assists departments in identifying and addressing legal and regulatory requirements associated with College programs, services, employment practices, and institutional operations.

Serves as legal counsel for the College in administrative proceedings and oversees the selection, appointment, engagement, and supervision of outside counsel, as appropriate, in matters involving litigation, mediation, investigations, or other legal proceedings. Directs or coordinates the College's response to lawsuits, claims, subpoenas, administrative charges, and related matters. Works collaboratively with appropriate College officials and departments to evaluate legal exposure, preserve relevant information, develop response strategies, and protect the interests of the College.

Works collaboratively with Risk Management and other appropriate College departments to identify, evaluate, mitigate, and monitor legal, operational, contractual, and institutional risks. Provides legal review and guidance regarding insurance matters, claims, incident response, indemnification provisions, liability exposure, and risk allocation in contracts and agreements. Recommends risk mitigation strategies, supports compliance with applicable requirements, and assists in developing practices that reduce the likelihood and potential impact of claims, losses, and other adverse events.

GENERAL COUNSEL - PAGE 2

Provides legal support and assistance in collective bargaining and labor-management matters, including preparation for negotiations, review and analysis of collective bargaining proposals, interpretation of collective bargaining agreements, and development of legally appropriate responses to bargaining-related issues. Advises College leadership and designated representatives regarding labor and employment law, bargaining obligations, contract administration, grievances, and related employee-relations matters, in coordination with Human Resources and other appropriate College officials.

Provides direct supervision and guidance for the Office of Records Compliance and supports the College's records management, public records, privacy, and compliance responsibilities. Assists with and provides legal guidance on real estate donations, acquisitions, dispositions, leases, and other transactions involving the College and the FSCJ Foundation.

Performs other duties and responsibilities as assigned by the President.

SUPERVISION RECEIVED

General direction is received from the College President.

SUPERVISION EXERCISED

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

MINIMUM QUALIFICATIONS

L.L.B. (Legum Baccalaureus) or Doctorate of Jurisprudence, admission to the Florida Bar, familiarity with contract law, affirmative action/equal opportunity law, and laws and regulations related to public higher education and seven (7) years of experience in the practice of corporate law, labor relations, or a closely related field.

PREFERRED QUALIFICATIONS

L.L.B. (Legum Baccalaureus) or Doctorate of Jurisprudence, admission to the Florida Bar, familiarity with contract law, affirmative action/equal opportunity law, and laws and regulations related to public higher education and ten (10) years of experience in the practice of corporate law, labor relations, or a closely related field.

MINIMUM QUALIFICATIONS OR STANDARDS 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.

GENERAL COUNSEL - PAGE 3

Interpersonal Communication: 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 color.

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: perceiving nature of sounds by ear).

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

Effective: 3/93

Revised: 1/96; 10/05, 10/26