Job Classification Specification

Job Description for Assistant General Counsel

Description effective as of October 22, 2013

Responsible for handling a variety of fairly routine assigned legal projects within the Legal department. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.

TYPICAL TASKS

Note: These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Assists in moderately complex legal matters including working with management in the creation of defense strategies and/or proactive strategies regarding major legal actions.
- Provides legal counsel and advice on a broad range of legal topics to include: immigration, academic misconduct, research compliance, employment, labor relations, public finance and securities, tax, trademarks, international law.
- Conducts legal research and investigation on fairly routine claims and defenses; develops oral and written advice and presents recommendations to management.
- Develops policies and procedures to ensure legal compliance

INDEPENDENCE AND DECISION-MAKING

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion are required.

COMPLEXITY AND PROBLEM-SOLVING

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, necessitating enterprise and new approaches.

REQUIRED QUALIFICATIONS

Requires a JD with eight or more years of experience and prior oversight of a small department or cross-disciplinary team; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.