Job Classification Specification

Job Description for Associate General Counsel

Description effective as of October 22, 2013

Responsible for handling a variety of complex 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 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 moderately complex claims and defenses; develops oral and written advice and presents recommendations to management.
- Represents the University before federal and state administrative agencies on a variety of matters such as discrimination, employment, contract compliance, copyright, intellectual property and legal malpractice.
- Develops policies and procedures to ensure legal compliance.

INDEPENDENCE AND DECISION-MAKING
Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures and remain focused on objectives—seeking assistance only when highly difficult troubles arise or when confronted with problems of considerable material or political consequence.

COMPLEXITY AND PROBLEM-SOLVING
Problems are frequently unique and unexpected; facility with discipline and concept of excellence allows incumbent to “tear apart” processes, question assumptions, etc., in order to identify problems and get to the heart of an issue.

REQUIRED QUALIFICATIONS
Requires a JD with ten or more years of experience; most often runs a department that requires in depth understanding of two or more subject areas, or oversees a highly specialized/technical area; often has developed a specialty area (or areas of expertise) in which he/she is particularly proficient and recognized.