

Class Code: 9306
Title: Associate
General
Pay Grade: N/A
Pay Band: Administrative/
Managerial
FLSA: Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Associate General Counsel

Job Summary:

This is work responsible to the General Counsel or appropriate administrator. Assumes the responsibility for the operation of the office of the General Counsel in the absence of the General Counsel. May be delegated responsibility for the overall direction and management of specific areas of the legal function of the Board of Trustees or a university.

Example description of duties (not all inclusive):

Assists in planning, organizing, and directing all legal activities involving the Board of Trustees or the university.

Advises and consults with university or Board officials on legal rights and obligations and assists in the formulation of legal policy.

Interprets and applies university policies, manages resources, and initiates actions to achieve objectives.

Provides input into strategic decisions that affect planning, policies, practices, and operations for the Board officials or university.

Represents the Board, university, or employees before courts and administrative bodies in cases involving the Board, university, or employees.

Assist in drafting proposed legislation for the board officials or university. Assist in reviewing and negotiating contracts, as required.

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of his/her area.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each Position's job questionnaire.

Minimum Qualification Requirements:

Law degree (L.L.B or J.D.) and two years experience as an attorney. Must be a member of the Florida Bar or become a member within twelve months of employment.

Effective 9/23/2009