

# CLASSIFICATION SPECIFICATION

## Legal Counsel

FT/PT Class Code: 3090, 3590      Pay Grade B/C 25      FLSA: Exempt      Rev. 12/1/18

**SUMMARY STATEMENT:** An incumbent seeks to ensure compliance with federal, state and local legal requirements, minimize legal risk and costs, and reduce litigation exposure by providing timely, ethical, practical and effective legal counsel, guidance, policy development and analysis to Delaware Technical Community College and its related organizations.

### **NATURE AND SCOPE:**

An incumbent in this position reports to the general counsel and is responsible for providing legal counsel and representation to Delaware Technical Community College and its related organizations regarding business, transactional, regulatory and tax/estate planning matters. In addition, an incumbent will provide training to administrators, faculty and staff regarding legal issues and regulatory compliance. Typical contacts include senior executive and management staff, employees throughout the College, officials at other state agencies, private attorneys, and deputy attorneys general, officials from other educational institutions, representatives of the federal government, consultants, students, and the general public.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Assists the general counsel in providing advice and counsel to college management and affiliated entities regarding legal issues primarily related to contracts, corporate governance, state procurement, business and commercial transactions, insurance, and estate planning. Provides interpretation and ensures compliance with applicable laws, rules, regulations, and policies to minimize legal claims, lawsuits and other areas in which there is a risk of potential litigation or liability.
2. Coordinates legal matters encountered by the College with the Attorney General's Office and private counsel. Prepares responses to lawsuits, regulatory complaints and otherwise assists in the representation of the College and its related entities in judicial, regulatory or administrative hearings/proceedings.
3. Researches, develops and recommends policies and procedures to promote compliance with federal, state and local laws and regulations.
4. Researches and develops complex studies and reports relative to legal issues to inform management decisions. Provides analysis of various issues related to any one of the operational division of the College.
5. Coordinates investigations into allegations of non-compliance with rules, laws, and regulations, and develops appropriate remedial action.
6. Attends conferences, seminars, and other programs relating to legal and operational issues as assigned.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

7. Provides training to staff and faculty regarding legal issues facing the College, translating legal concepts for a non-legal audience, both in writing and in person.
8. Serves as a liaison with state and federal legislative delegations and/or their staff as assigned.
9. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the Delaware Code, Constitutional Law and federal and state regulations.
- ◇ Knowledge of research techniques and evaluation.
- ◇ Knowledge of the political process and its implications in state government.
- ◇ Knowledge of accepted principles, practices and State and federal laws, rules, and regulations pertaining to public human resources administration.
- ◇ Strong interpersonal, communication, teamwork, and presentation skills.
- ◇ Ability to exercise independent judgment in evaluating situations and making decisions.
- ◇ Ability to remain neutral in a political environment.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

**MINIMUM QUALIFICATIONS:**

- ◇ Juris Doctorate degree.
- ◇ Member of the Delaware Bar or eligible for admission under Delaware Supreme Court Rule 55c.
- ◇ Three (3) years of relevant experience.