

# CLASSIFICATION SPECIFICATION

## Senior Legal Counsel

FT/PT Class Code: 3076, 3576      Pay Grade: B/C 26      FLSA: Exempt      Rev. 07/01/16

**SUMMARY STATEMENT:** An incumbent is responsible for assisting the general counsel with providing collegewide representation, leadership and coordination of legal matters to all divisions of the College. Duties also include: providing training to faculty and staff regarding legal issues, and planning and assessment for the Legal Affairs Division, and supervision of legal and non-legal staff.

### NATURE AND SCOPE:

An incumbent in this position reports to the general counsel. This position provides leadership and management of the Legal Affairs Division, including supervising legal and non-legal staff and assisting in supporting the complex and ever-changing state and federal laws related to both the student and employee populations. 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. Provides advice and counsel to college management and affiliated entities regarding legal issues, including but not limited to disciplinary matters, contracts, corporate governance, civil rights, public employment, etc. as directed by the general counsel. Provides interpretation and ensures compliance with applicable laws, rules, regulations, and policies to minimize human resources problems, grievances, and lawsuits, as well as other areas in which there is potential litigation.
2. Coordinates legal matters encountered by the College with the Attorney General's Office and private counsel. Coordinates response to lawsuits, complaints filed with regulatory agencies and other legal issues with counsel, including Equal Employment and Affirmative Action.
3. 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.
4. Researches and develops complex studies and reports relative to human resources and legal issues to effect appropriate 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. Coordinates planning and assessment activities for the Legal Affairs Division.

### **PRINCIPAL ACCOUNTABILITIES, cont'd:**

7. Supervises legal and non-legal staff.
8. Represents the College at administrative proceedings before various regulatory agencies and forums.
9. Attends conferences, seminars, and other programs relating to legal issues and human resources as assigned.
10. 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 communicate effectively and relate to a diverse population in a multicultural environment.
- ◇ 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.

### **MINIMUM QUALIFICATIONS:**

- ◇ Juris Doctorate degree.
- ◇ Member of the Delaware Bar Association or eligible for admission under Rule 55c.
- ◇ Five (5) years of relevant experience.