

PERALTA COMMUNITY COLLEGE DISTRICT - November, 2004

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**GENERAL COUNSEL
(Executive Salary Range)
Job Code: 648**

CLASS PURPOSE

Under the direction of the Chancellor, the General Counsel provides legal advice to the Board of Trustees, the Chancellor, and other officers and employees of the District. The General Counsel represents the District in litigation, arbitration, and administrative proceedings by preparing pleadings, negotiating between parties, and participating in the trial of cases of major importance to the District's educational programs, and administrative and financial functions. The General Counsel serves as the District's staff attorney.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provides legal services required in all areas of law affecting the District.
- Coordinates and reviews specialized legal services provided by outside counsel. Serves on state and local committees as directed by the Chancellor.
- Prepares and conducts litigation and participates in federal, state and local administrative proceedings as authorized by the Board of Trustees.
- Prepares formal and informal opinions, drafts proposed legislation and regulations, drafts and reviews contracts and instruments effecting transfers of property, and all other legal documents or instruments, as needed or requested.
- Attends and provides legal advice at all meetings of the Board of Trustees and other such meetings as the Board and the Chancellor may direct; and serves as the Board's parliamentarian.
- Provides liaison with other governmental entities in the area of legal affairs. Serves as a member of the Chancellor's executive staff.
- Plans and conducts orientation and information programs for District administrators.
- Supervises the staff of the Office of the General Counsel including professional, legal research and clerical staff.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Possession of a Doctor of Jurisprudence (J.D.) Degree from an accredited college or university.

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2. Active member of the State Bar of California Association.
3. Knowledge of California Education Code and relevant California Code of Regulations.
4. Knowledge of Employment and Labor Law Codes.
5. Knowledge of the structure of federal and state legislative and judicial bodies; the methods and processes of legal decisions and lawmaking; legal terminology; legal writing skills in researching, analyzing, and preparing legal documents.
6. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Administrative experience in a postsecondary educational setting.
- Knowledge and experience in collective bargaining issues at the postsecondary education level.
- General knowledge of Public Law.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13