

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: College Attorney

BOT Date: Sep 10, 1996

Level: ADM03

FLSA Status: Exempt

Class Code: A0304

Adm. Rev:

GENERAL DESCRIPTION

Provides advice and counsels College administrators, staff, faculty and the Board of Trustees. Drafts and reviews contracts, reviews manuals and correspondence developed by others, and reviews administrative rules, procedures and forms. Keeps abreast of pending state rules and legislation as it affects the College. Coordinates all litigation involving the College with outside and opposing counsel. Provides legal opinions and information for individual cases as requested. Serves as the College's Contract Officer by monitoring and processing all contracts and related correspondence.

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
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| 1. * | Reviews and drafts contracts and deals with other party's attorney. | 20% |
| 2. * | Reviews and drafts correspondence related to litigation, staff and College issues. | 20% |
| 3. * | Coordinates litigation with outside counsel on various cases. | 20% |
| 4. * | Works with President and Vice Presidents on problems and potential problems involving the College. | 15% |
| 5. | Attends College and outside meetings involving administrators, the President and the Board. | 15% |
| 6. | Reviews and drafts rules, procedures, manuals, etc. | 10% |
| 7. | Performs other similar duties as required. | |

* Indicates an "essential" job function.

<i>Class Title:</i> College Attorney	<i>Class Code:</i> A0304	<i>Level:</i> ADM03
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	MD., Ph.D., Law Degree or equivalent doctoral degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<i>Impact on Grant Funds:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Revenue Generating:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Highly Complex: Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.	
<i>Internal Contacts:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>External Contacts:</i>	Regular contacts with external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>Level of Supervisory Responsibility:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or schools/centers of HCC.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several schools.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	