



<b>Position Title:</b>	Part-Time Attorney		
<b>Reports To:</b>	Legal Counsel		
<b>Department:</b>	Legal Affairs	<b>Job Code:</b>	8156
<b>Prepared By/Date:</b>	Donna French/08-18-2011	<b>Job Group:</b>	H1-NIE
<b>Approved By/Date:</b>	Carmen Dominguez/08-18-2011	<b>Salary Grade:</b>	HJ
<b>Revised:</b>	Donna French/01-12-2012	<b>FLSA Status:</b>	Exempt

**Summary:**

Provides part-time legal services to the College in numerous areas of law.

**Essential Duties and Responsibilities:**

- Advises (formally and informally) administrators, faculty and staff on federal and state laws and regulations
- Develops legal instruments and forms; including but not limited to, disclosure forms; consent and release forms; contract intake forms; liability disclaimers; and commercial transactions
- Reviews contracts and procedures for legal sufficiency; including but not limited to, real estate acquisitions, purchases and procurement, administrative policies, and various grants
- Settles and/or exercises alternate dispute resolutions for major lawsuits filed against the College
- Applies education and public sector law as applicable
- Applies intellectual property law for students, faculty, staff, and the College
- Provides Employment and Labor law services to reduce legal risks and gives legal advice to College officials when employment, emergencies, protests, arrests, and/or violent issues arise
- Adopts, repeals, and amends College Policies and Procedures
- Applies technology law and provides guidance for technology-related and student matters
- Negotiates contracts
- Applies real property laws and in-depth opinions/analysis on land use, leasing contracts, and construction related matters to include providing title searches, easement/covenants, building/construction, and zoning/rezoning compliances
- Handles inter-governmental matters and reviews legislative laws as they affect the College
- Attends zoning hearings, closings, or other local municipalities, State, or Federal hearings necessary to ensure valid ownership transfer with no encumbrances, and to reconcile real estate tax discrepancies
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of contract law, technology law, real property law, intellectual property law, and labor law
- Knowledge in a variety of education related areas of law
- Knowledge of principles and procedures of complex legal research
- Skill in examining and re-engineering operations and procedures, formulating policy and developing new strategies and procedures
- Skill in providing guidance and advice on legal/policy matters and legislative issues
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation, and growth
- Ability to maintain awareness of legal matters within the department
- Strong interpersonal and communication skills (both oral and written)
- Ability to work effectively with a wide range of constituencies in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate degree from an accredited institution and possess membership in the Florida Bar with a minimum of five (5) years of legal experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name