

	Prior 7/1/2004	After 7/1/2004
Class Code:	9274	9274
Title:	General Counsel	General Counsel
Pay Grade:	N/A	N/A
Pay Band:	N/A	Executive Administration
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: General Counsel

Job Summary:

This is work planning, organizing and directing all legal activities for UWF administration and responsible to the President.

Example description of duties (not all inclusive):

Advises UWF administration or the Board of Directors concerning its legal rights and obligations.

Represents the Board, UWF, or employees before courts and administrative bodies in cases involving the Board, UWF, or employees.

Reviews and negotiates contracts, as required.

Acts as an agent of the Board or UWF in various transactions.

Informs administration of legal aspects of pertinent pending legislation. May draft proposed legislation.

Coordinates with outside counsel, as required.

Performs related duties, as required or deemed appropriate, for the accomplishment of the responsibilities and functions of his/her area.

Minimum Qualification Requirements:

Law degree (L.L.B. or J.D.) and four years experience as an attorney. Must be a member of the Florida Bar or become a member within twelve months of employment.