



Job Title: Legal Services Coordinator

CLASSIFICATION DESCRIPTION

Department: Legal Services

Pay Grade: 115

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for administering, coordinating, and auditing the contract development and approval processes in addition to the Board of Trustee's rule development and approval processes for the Office of the College Attorney. Duties include: assisting in the administration and review of legal matters of the College; overseeing the administration of assigned areas of Legal Services; and coordinating the services provided.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Supervises assigned support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Provides general legal guidance to internal staff by: reviewing and correcting contracts, grants, and other legal documents; explaining contract requirements; negotiating changes to contract language; and preparing a variety of legal documents.
- Conducts a variety of legal research, analysis, and document preparation related to rules, policies, and procedures.
- Monitors compliance with applicable legal standards which includes identifying and responding to compliance issues; revises policies and procedures to ensure compliance with applicable legal standards.
- Assists in: the drafting of contracts; the preparations and prosecution of bad debt and collection cases for the College; and working with state auditors in order to respond to specific inquiries.
- Assists in the examination and administration of other legal matters (such as student and employee matters) presented for review.
- Drafts reports to the Board of Trustees; maintains a current official Board of Trustees' Rules and Procedures Manual for access and review by College staff and students; and

responds to inquiries from College staff related to the interpretation of College rules and procedures.

- Supervises the administration and coordination of the legal process for: rulemaking including drafting and preparation of rule development materials; rule adoption including materials and legal advertising that is in compliance and accordance with state statutes and other regulations
- May audit assigned legal functions.
- Assists in review of College materials such as handbooks and manuals and responding to subpoenas that may be presented to the College.
- Maintains a system of internal departmental controls for compliance with College policy relative to contracting and rulemaking processes.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Contract management principles and practices;
- Policy and procedure development practices;
- Public administration principles and practices;
- Dispute resolution procedures;
- Legislative processes;
- Negotiating methods and techniques;
- Research methods; and
- Computers and related software applications.

Skills in:

- Analyzing legal issues and/or problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Monitoring legal and regulatory changes;
- Mediating conflict;
- Typing;
- Conducting negotiations;
- Analyzing processes and making recommendations for improvement;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate assigned employees;
- Delegate and prioritize work;
- Interpret and apply applicable laws, rules, and regulations;
- Develop and implement strategic plans; and
- Develop, implement, and apply policies and procedures.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.