



Job Description

Job Title: Assistant General Counsel

JTC: ABO

Salary Range: E08

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Supports General Counsel and staff in providing legal advice and counsel, on behalf of DCCCD, to district constituents and stakeholders on a wide variety of legal subjects and employment matters.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices and proceedings and of local, state and federal laws, rules and regulations. Ability to interpret employment and civil rights legislation and case laws, negotiate contracts and provide legal counsel. Experience in the representation of governmental entities, including, but not limited to, matters related to the Texas Public Information Act, Texas Open Meeting Act, and other matters related to the employment of public employees.

Excellent negotiation, legal drafting, organizational, and interpersonal skills. Demonstrated track record of providing a positive, creative, problem-solving approach to challenging legal issues. Outstanding work ethic and attention to detail. Ability to manage a heavy workload, handle multiple tasks effectively and efficiently, and to meet tight deadlines in a fast-paced work environment. Significant experience that demonstrates professionalism, outstanding judgment, discretion, and integrity.

Ability to work independently and in a collaborative environment with individuals from diverse, multi-cultural backgrounds and provide value-added outcomes. Establishes cooperative working relationships with stakeholders and constituents contacted in the course of performing assigned duties.

Ability to prepare legal documents, policies and procedures; to conduct research; to interpret and apply laws to summarize findings; to conduct investigations and prepare cases for trial. Must have a highly collaborative style with a strong sense of intellectual curiosity and a desire to learn new areas of the law quickly. Ability to assess current policies and practices and develop workable approaches and/or alternatives.

Excellent time management and prioritization skills. Provide solutions by researching, recommending, creating, implementing, etc., to achieve long-term and documented results.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.



MINIMUM KNOWLEDGE AND EXPERIENCE

Graduation from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree plus two (2) years of active legal practice. Licensed and admitted to practice law and in good standing with the State of Texas. Must have current and valid driver's license for off-site travel. Official transcripts will be required. ****Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides legal advice and recommends course of action to resolve legal, procedural, or administrative issues in compliance with all applicable legal standards. Drafts and/or assists in drafting and review of legal documentation for a variety of matters, including, but not limited to, pleadings, contracts, leases, purchase agreements, instruments effecting transfers of property, legal correspondence, administrative and governance policies and procedures, and other DCCCD and Board of Trustees guidelines as necessary. Assures compliance with District procedures.

Represents the district during internal grievance and termination hearings, with state and federal agencies in complaints of discrimination and harassment, as well as, employment related lawsuits. Keep current on new and emerging laws relevant to higher education. Participate in and advise as needed on special projects throughout the District. Coordinate work with outside counsel.

Works under the direction of the General Counsel to implement plans and processes to enhance the district's reputation and influence; build relationships with governmental authorities, agency heads and key policymakers. Assists in legal research and litigation duties. Provides support and legal guidance on legislative activities that affect the District. Serves as legal counsel in human resources matters.

Conduct legal research and provide analysis and/or training as needed to keep district staff, the Board of Trustees, and the Legal Department current on relevant statutory and government regulations that may impact the district and its programs or curriculum. Respond to routine inquiries from district and college leadership in the form of written legal opinions and participate in discussions, at the direction of the General Counsel, with various councils and committees across all functional areas of the DCCCD.

Excellent presentation, oral and written communication skills to support interaction with diverse DCCCD staff, governmental agencies, and/or other entities within the DCCCD community network. Must be able to provide effective customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.