



NEW:
03/27/2018

JOB TITLE:	GENERAL COUNSEL
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8001
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides legal services for the district and coordinates the work of contractual attorneys when appropriate of the local school district through consultation, observation, and legal information relevant to the local school district. Consults with local Board members, superintendent, and other staff members in planning, implementing, and evaluating legal needs of the district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Handles complex legal issues that require a high level of original legal research and analysis
 Acts as a legal resource, researching and becoming thoroughly familiar with routine, as well as specialty areas of the law
 Performs specialized legal services relating to one or more specific areas of the law
 Prepares, tries, and argues complex cases before state and federal courts and administrative forums and/or consults with and supports contractual attorney's as they do this work
 Drafts, reviews, and comments on proposed legislation and administrative regulations as directed
 Serves on inter-and intra-district committees as directed
 Represents the superintendent and/or advises the district during meetings of the local school board, various state boards, commissions, or similar entities
 Conducts administrative hearings on behalf of the district and prepares appropriate recommended orders for district action
 Prepares legal documents for school district
 Prepares legal opinions
 Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
 Perform such other tasks and assume such other responsibilities as assigned by the Superintendent

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Law Degree from a bona fide school of law and knowledge of school law
 Five (5) years experience in the practice of law
 Maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited Certification of Admission to Practice or SCR 2.112 Attorney Participants in Defender or Legal Services Programs for the length of employment in this classification
 Perform duties in both office and courtroom settings
 Valid Kentucky driver's license; travel is required

DESIRABLE QUALIFICATIONS

Knowledge of Kentucky Statutes and Regulations
 Establish and maintain cooperative and effective working relationships with others
 Communicate effectively both orally and in writing
 Basic public speaking techniques