Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide legal counsel and support for the California Community Colleges Network, Educational Television and e-Conferencing Telecommunications Projects; to conduct extensive research and analysis and prepare reports; to work closely with the Project Director and District Legal Counsel; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Project Director.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Review, research and summarize legal standards for contracts regarding such things as satellite transponder time and third party time.
2. Review and complete contracts for telecourse instructors and ensure timely completion.
3. Provide licensing support to the Distance Learning Program; process and prepare license agreements for distance learning telecourses; produce informational materials with telecourse licensing information.
4. Generate summary and detail reports for marketing and license maintenance projects.
5. Compile and prepare materials for copyright filing.
6. Provide information to interested and relevant parties regarding intellectual property concepts and contract issues.
7. Work on issues regarding trademarks for station call letters and other similar material.
8. Obtain and review enrollment forms to collect information on class enrollment.
9. Serve as primary liaison for national distance learning course customers including colleges, stations, etc.
10. Liaison with Broadcast Operations Manager to provide customers with appropriate course materials including video tapes; work closely with fiscal services staff to invoice customers for video tape and course purchases.
11. Perform related duties and responsibilities as required.
QUALIFICATIONS

Knowledge of:

- Pertinent legal terminology and appropriate applications of contract and business law.
- Familiarity with intellectual property and contract concepts.
- Methods and techniques of research and analysis.
- Principles and practices of analytical report preparation.
- Modern office procedures, methods and equipment including computers and appropriate software applications.
- English usage, spelling, grammar and punctuation.
- Basic operations of satellite and television production.
- Policies, procedures and protocols of the California Community College system.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Provide legal counsel and support for the California Community Colleges Network, Educational Television and e-Conferencing Telecommunications Projects.
- Review, research and summarize legal standards for various contracts.
- Apply various concepts of business and contract law.
- Establish and monitor case files.
- Conduct extensive research and analysis, and organize and compile data in an effective manner.
- Prepare clear and concise analytical reports.
- Work independently in the absence of supervision.
- Prioritize work load and complete projects in a timely manner.
- Respond to requests and inquiries from the general public.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

One year of increasingly responsible experience in the application of business and contract law.

Education/Training:

Equivalent to an Associate’s degree from an accredited college or university with major course work in contract or business law or a related field.
WORKING CONDITIONS

Environmental Conditions:
Office environment.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity to read printed materials and computer screens.