The Legal Services Officer is responsible for providing advice, counsel, support and technical assistance on a variety of legal matters to individuals in the System Office of the Technical College System of Georgia (TCSG) and the technical colleges.

Develops, implements and administers compliance monitoring processes for the system and colleges; conducts on-site compliance audits;
Provides advice, counsel and technical assistance on a variety of legal matters to individuals in the System Office and technical colleges;
Participates in the negotiation and implementation of settlements, agreements, and/or legal judgments within authorized guidelines;
Coordinates litigation activities between TCSG and the Department of Law;
Negotiates, drafts, reviews and approves contracts, memorandum of agreements, etc. on behalf of the colleges and/or System Office;
Provides training programs on legal issues impacting compliance and operations;
Conducts research and analysis of a variety of legal, policy, legislative, liability and/or risk management issues;
Maintains working knowledge of all applicable laws, statutes, etc., governing the operation of the Technical College System, colleges, and/or programs;
Conducts and/or reviews internal investigations.

Knowledge of statutes, court decisions, state and federal laws and regulations and departmental policy
Ability to perform research and analysis
Ability to draft legal instruments, contracts, proposed legislation and legal opinions;
Ability to analyze, appraise and organize facts
Ability to determine compliance with rules and regulations
Oral and written communication skills
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public

Completion of a law degree from accredited institution and license to practice law in the State of Georgia
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.