

**STATE OF SOUTH CAROLINA
FRANCIS MARION UNIVERSITY**
*POSITION DESCRIPTION/EMPLOYEE PERFORMANCE EVALUATION FORM FOR
UNCLASSIFIED EMPLOYEES*
*(To be used for Administrative Staff, Executive Compensation Employees, Academic
Administrative Staff, Professional Librarians, and Coaches)*

Name	Performance Review from:	Performance Review to:
Jonathan P. Edwards	February 17, 2017	February 16, 2018

University Title	Class Code/Slot/Position No.	Date Assigned to Current Position	State Employment Date
General Counsel	UE06/0002/118596	February 17, 2014	February 17, 2014

PLANNING STAGE ACKNOWLEDGMENT
(Sign this section as your Planning Stage)

Rater/Supervisor: _____ Date: _____
Dr. Fred Carter

Reviewing Officer: _____ Date: _____
N/A

My Planning Stage and Combined Position description have been reviewed with me.

Employee: _____ Date: _____
Mr. Jonathan P. Edwards

Section 1

Briefly describe your management functions as they related to your agency's overall mission. What is the primary purpose of your position?

The General Counsel will provide support to the University in any manner that serves to achieve the overall, successful completion of the organization's mission.

Section 2

Briefly describe the major end results toward which the efforts and activities of your position are directed.

Serves as the primary attorney for Francis Marion University, directing the legal activities of the University. Provides legal advice and counsel to the President and University Staff and Faculty regarding contracts and other legal documents; property acquisitions; labor and employment; and student affairs. Assists University officials with the development of policies and procedures and the drafting of legal documents. Receives reports from the legislative liaison. Teaches one course each semester.

Section 3

Essential and Marginal Job Functions of Position Description

Performance Level = P (1,2,3,4); Weighted Level = W (Your weighted points will be 95 for Essential Functions and 5 for Marginal Functions)

#	Essential Job Functions and Success Criteria	P	W
1	<p>Essential Job Function: Serves as the primary attorney for Francis Marion University, directing the legal activities of the University.</p> <p>Success Criteria: Provides legal advice and counsel expertise to the President and University Staff and Faculty regarding contracts and other legal documents; property acquisitions; labor and employment; and student affairs. Will receive reports from the legislative liaison.</p>		60
2	<p>Essential Job Function: Assist University officials on legal issues affecting higher education.</p> <p>Success Criteria: Reviews legal documents and assists University officials with the development of policies and procedures, the drafting of contracts, and other legal documents.</p>		25
3	<p>Essential Job Function: Teaches one course each semester.</p> <p>Success Criteria: Course evaluations are on par with other professors with the discipline.</p>		10
4	<p>Essential Job Function:</p> <p>Success Criteria:</p>		
5	<p>Essential Job Function:</p> <p>Success Criteria:</p>		
6	<p>Essential Job Function:</p> <p>Success Criteria:</p>		
7	<p>Essential Job Function:</p> <p>Success Criteria:</p>		

Section 7

Briefly describe the principal challenges encountered in your position.

Section 8

What aspects of your job require the greatest attention? Indicate approximate percentage of time required.

Serving as primary attorney for the University	60%
Assisting with legal issues affecting higher education	25%
Teaching	10%
Planning and implementation	5%

Section 9

What educational credentials, special licensing, special formal training or prior work experiences are required for your position at entry?

A juris doctor degree or its equivalent from an accredited law school; experience as a practicing attorney; member of the South Carolina Bar; must have experience working for legislative and executive branch agencies in a legal capacity; and must have extensive knowledge of the laws governing the State of South Carolina. Serves at the pleasure of the University President.

Section 10

Give any additional information you believe would help someone better understand your position.

The person in this position is expected to adhere to a high standard of ethics. Also, this position is expected to give advice in both formal and informal ways. Further, the President and the University are entitled to expect from this position a high degree of loyalty. In addition, the effectiveness of this position depends on the support and cooperation from others.

Section 11

Supervisory Responsibilities

If this position includes supervisory responsibilities, please indicate the class title and number of positions of the three highest-level subordinates.

N/A

Section 12

Job Requirements

1. Must be able to communicate via telephone for incoming and outgoing calls and in person 100% of the time.
2. Must be able to read, analyze and interpret computer printouts and documents 100% of the time.
3. Must have knowledge of the laws of South Carolina.
4. Must have knowledge of the policies, standards and procedures of the Attorney General's Office.
5. Must have the ability to interpret and apply laws and judicial decisions.
6. Must be able to interpret and apply laws in court decisions.