

Job Description
General Counsel
San Antonio Fire & Police Pension Fund

General Statement of Duties:

The **General Counsel** monitors the Fund's compliance with constitutions, laws and regulations. Responsibilities include advising Board Trustees and Pension Fund staff on legal issues in many practice areas including: fiduciary and ethical duties, governance, pension, securities, corporate, family (including domestic relations orders), employment, real estate, investments, trusts, probate, open meetings, public information, and public law, generally.

Responsible To: Executive Director

Supervisory Responsibilities: None

Examples of Duties*

- Advise the Board of Trustees, Executive Director and Fund staff on applicable laws, policies and regulations, including changes in laws and/or regulations and court decisions.
- Research and advise on benefit administration and member-related issues. Respond to inquiries from Pension Fund members regarding pension benefits.
- Attend all regular, special and committee meetings of the Board of Trustees and any other meetings at the direction of the Executive Director.
- Prepare, review and draft legal documents, contracts, letters, Board policies and procedures, position papers and other materials.
- Review all legal documents associated with investment transactions. Negotiate side letters.
- Review domestic relations orders to determine if they meet the requirements of the Fund to be considered "qualified."
- Review, develop and draft legislation when required. Review proposed legislation that may affect the Pension Fund.
- Respond to all public information requests and advise on open government matters.
- Review and negotiate commercial leases and advise on general landlord/tenant matters.

**The examples do not necessarily include all of the tasks expected to be performed.*

Minimum Qualifications:

- Juris Doctorate degree from an accredited law school in the United States.
- Five years' experience in areas related to government law, QDROs, employee benefits and/or pension fund investments.
- Currently licensed in good standing to practice law in Texas.

- Excellent research, writing and verbal communication skills.

Preferred Qualifications:

- Experience with open meetings and public information.
- Experience with Robert's Rules of Order.
- Experience with public governance.

Desirable Attributes:

- *Communication skills* –Ability to effectively communicate complex legal topics in understandable terms, both orally and in writing.
- *Analytical skills* – Ability to carefully and effectively analyze complex legal and investment-related data.
- *Knowledge set* – In-depth knowledge of both established and emerging investment trends/vehicles.
- *Working style* – Ability to work effectively in a public sector environment. Ability to work independently with minimal staff assistance.

Physical Requirements:

Sedentary work - exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and involves sitting most of the time.