

Function Legal Services

Function	Description	Codes	Cepec-Level
Head of Legal	Head of Legal	LR	1N – 4S (4N)
Corporate Secretary	Full-time corporate secretary or lawyer with the management of the office of the Board of Directors as his/her main task. In charge of the observance of the rules of Corporate Governance respectively Compliance.	VRS	2N-4N
Legal Unit Head	In charge of managing the Legal Team Leaders in a very big legal service.	LUH	2N - 4S (4N)
Legal Team Leader	Manages a team of lawyers in a bigger legal department (team leader).	TL	2N - 4S (4N)
Senior Legal Counsel (Senior Specialist)	Recognized, experienced lawyer in several fields of law, with a longstanding professional experience. Represents the company at the courts, possibly certified attorney-at-law. Possibly single lawyer who co-operates with external specialists.	JS	3N - 4N
Legal Counsel (Specialist)	Lawyer with several years of professional experience. Studies and preparation of dossiers, has numerous internal and external contacts. Authorized to take decisions in his/her field of work. Represents the company at the courts, possibly certified attorney-at-law. May coach and guide trainees and/or graduates. Possibly single lawyer who co-operates with external specialists	J	4N-5S
Lawyer	Completed education in law. Studies and preparation of dossiers. Limited autonomy to decide, works under the guidance of an experienced lawyer.	JJ	5N
Assistant 1	Responsibility for administrative tasks; execution of legal routine jobs like the vitiation of objection (judicial vitiation of a defense against the execution of a judgment) according to the Debt Enforcement and Bankruptcy Act	A1	6S
Assistant 2	Responsibility for the administration and the secretarial work of a legal department.	A2	6N