

SENIOR ASSISTANT COUNTY ATTORNEY

MAJOR FUNCTION

This is a highly responsible professional position providing complete legal representation to the Board of County Commissioners. This position exercises considerable independent judgment and performs a variety of complex legal tasks in the review and preparation of cases and other legal documents processing as directed.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Drafts legal opinions, proposed legislation, resolutions, and ordinances.
- Attends meetings of the Commission advisory boards and committees of the Commission to provide legal counsel.
- Assists County Commission and County Administration in the negotiations and preparation of agreements, leases, deeds and other documents.
- Conducts complex and in depth research relevant to case load assignments for comprehensive review, evaluation, analyses, and case preparation purposes.
- Represents the County in litigation, including civil and criminal litigation, administrative actions, and code enforcement actions.
- Renders legal advice to the County Administration, department managers, and staff employees concerning federal and state laws, and offers solutions to legal problems.

SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

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SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Juris Doctorate. Minimum five years progressively responsible legal experience in a local government environment, with litigation experience at both the trial and appellate levels.

Licenses

Valid Florida Driver License.

Certifications

Licensed to practice law in the State of Florida; membership in the Florida Bar Association.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret the highly complex documents and related materials relevant to litigation, e.g., legislation, legal opinions, case law.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes.
- Ability to apply concepts of basic algebra and geometry.

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Problem Solving Ability

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Analyzes major organization-wide policies, budgets, procedures, systems or accounting methods on a continuous basis.

Specialized Skills and Abilities

- Thorough knowledge of the laws of Florida, the Common law, all local legislation pertaining to the County and administrative law including regulations and their enforcement.
- Considerable knowledge and extensive skills in the principles, methods, materials, and practices of legal research.
- Extensive skills in the drafting of legal documentation.
- Ability to prepare and interpret highly technical and involved legal documents, legal opinions and proposed legislation.
- Ability to effectively communicate in legal and litigation circumstances in both oral and written formats.
- Must be self directed and work under the direction of the County Attorney.
- Ability to deal tactfully and effectively with local government officials, County department heads, employees and with the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds; and will regularly be required to sit, and frequently use hands to finger, handle, or feel, reach with hands and arms and talk or hear. No special vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 10/99	Category: 2
Pay Grade: 33	Status: E
Job Description Number: 2083	Revised:03/2010