

# CHIEF ASSISTANT COUNTY ATTORNEY

Job Code	Pay Grade
03480	E2

## Nature of Work

This is highly responsible legal work, characterized by a variety of responsibilities and duties involving the delivery of legal services of a complex nature to the Board of County Commissioners, Constitutional Officers, Departments, and the Boards and Commissions. An incumbent in this classification provides direct assistance to the County Attorney on special projects or assignments, as well as takes action on behalf of the County Attorney in his absence. Assignments are carried out independently in many cases and renders final legal determinations in matters of substantial importance. The incumbent provides additional assistance to the County Attorney by performing a wide variety of administrative functions, tasks, and activities necessary for the efficient and economic operation of the office, including budget preparation, funds control, records control, and coordination of office procedures and practices.

## Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree;
- Admission to the Florida Bar plus 10 years professional experience as an attorney with advanced and extensive experience as a practicing attorney in the public sector to include expertise in local governmental law that includes two years experience supervising or managing other attorneys.
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Significant experience in the public sector, with an emphasis on local government issues.
- Significant experience as a practicing attorney with emphasis on complex litigation and/or complex matters related to local government law.
- Board Certification in a relevant area of law, including but not limited to City, County and Local Government Law.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Exercises direct and administrative supervision over subordinate attorneys and clerical personnel; assists and advises other attorneys as necessary regarding matters which have been assigned to them.
- Represents departments and elected officials in litigation, including appeals, which involve very large sums of money or which, for other reasons, are vigorously contested.
- Serves primarily in an advisory capacity, making studies and developing opinions that involve complex, factual and policy issues that require extensive research, analysis, and the obtaining and evaluating of expert testimony in controversial areas.
- Prepares or reviews resolutions, ordinances, leases, contracts and other proposed legislation of a complex or unique nature.
- Plans legal strategy and serves as the principal attorney to elected officials and departments in litigation matters of a unique or complex nature, which involve substantial amounts of money or are otherwise of substantial importance.
- Performs assignments independently and makes final legal determinations in matters of substantial importance, subject to review only for consistency with policy, possible precedent effect and overall effectiveness.
- Interacts regularly with elected officials and top management staff, as well as conferring or negotiating regularly with senior attorneys and officials in both the private and public sector.

# CHIEF ASSISTANT COUNTY ATTORNEY (continued)

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## Illustrative Tasks (continued)

- Conducts planning investigations independently and negotiations on legal problems of the highest importance; represents the office of the County Attorney, elected officials, and departments at conferences, hearings, or trials.
- Assigns and reviews work of subordinate attorneys.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of the laws of Florida, the common law, local legislation pertaining to the county, administrative law and regulations, and local governmental law.
- Ability to apply computer applications and software.
- Ability to deal tactfully and effectively with county officials, employees, court officials, and the general public.

For official use only

Revised	EEOC Code	Overtime Code
7/17	Officials & Managers	Exempt