



Assistant County Attorney 1

Category: Exempt
Pay Grade: E21
Job Code: 03462

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible legal work of limited variety and complexity involving delivery of legal services to the Board of County Commissioners, Constitutional Officers, Departments, and other Boards and Commissions; provides review and/or preparation of routine legal documents, preparation of briefs, and legal opinions, and drafting of proposed legislation; represents various departments or elected officials in litigation and/or administrative proceedings, as well as assisting senior attorneys in resolving more difficult and complex questions or problems.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Conducts legal research concerning matters of a more routine nature, prepares reports and memoranda, expresses opinions on recommended course of action, and assists senior attorneys in preparation of legal opinions on more complex legal questions;
- Conducts investigations and interviews based upon alleged or potential legal problems of a routine nature and prepares reports or opinions based upon findings;
- Represents various departments in matters not requiring the professional services of a more senior and experienced attorney;
- Communicates and negotiates County's position with representatives for other parties in various transactions;
- Drafts resolutions, ordinances, and other proposed legislation of a routine nature;
- Prepares initial pleadings, discovery documents, motions, briefs, leases and contracts, and other legal documents in matters involving litigation of a routine nature;
- Responds to legal questions characterized by well-established facts, applicable legal precedents, and matters of minor or routine importance;
- Tracks and analyses legislation;
- Provides training to clients and staff;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited law school with a Juris Doctor Degree; experience in the public sector, one or more related legal subject matter areas, as well as experience as a law clerk, research assistant, or legal assistant; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the laws of Florida, common law, local legislation pertaining to the County, administrative law and regulations, and local government law;
- Knowledge of the methods and techniques relevant to effective legal research, and skill in identifying and analyzing information, and ability to express sound judgments based upon findings.
- Ability to apply computer applications and software;
- Ability to deal tactfully and effectively with County officials, employees, court officials, and the general public;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.;
- Ability to establish and maintain effective working relationships with court officials, superiors, fellow employees, and others.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.