



## **Assistant County Attorney 2**

**Category:** Exempt  
**Pay Grade:** E31  
**Job Code:** 03464

*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 highly responsible legal work of a variety and complexity requiring prior professional experience for the delivery of legal services to the Board of County Commissioners, Constitutional Officers, Departments, and other Boards and Commissions; prepares, reviews, and analyzes legal documents, briefs, legal opinions, and drafts of proposed legislation; represents various departments and elected officials in litigation and/or administrative proceedings, as well as responds to a variety of legal questions, complicated by the absence of legal precedents clearly and directly applicable or by different possible constructions that might be placed on either the facts or the law.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts legal research regarding complex problems or projects, prepares reports and memoranda, and drafts opinions containing proposed or recommended courses of action or solutions;
- Conducts independent investigation of facts, including interviews, based upon alleged or potential legal problems which are not normally of a routine nature and prepares reports or opinions defining the legal and factual issues and presenting conclusions and recommendations;
- Represents departments, officials, boards, and commissions in matters that require the professional services of an experienced attorney;
- Prepares resolutions, ordinances, and other proposed legislation of a unique or complex nature;
- Prepares leases and contracts of a unique or complex nature;
- Prepares pleadings, discovery documents, motions, briefs, and other legal documents in matters involving litigation of a complex and difficult nature and of substantial importance, obtains and evaluates expert testimony, and participates in settlement negotiations;
- Prepares legal opinions in response to legal questions characterized by the absence of clear and directly applicable legal precedents, different possible interpretations that can be placed in the facts, the laws or precedents involved, and the substantial importance of the matters at issue, requiring original and creative legal endeavors;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Graduation from an accredited law school with a Juris Doctor Degree; admission to the Florida Bar plus five (5) years of related professional experience as an attorney; experience in the public sector with an emphasis on local government affairs; experience as a practicing attorney with emphasis in areas of litigation and/or governmental law; 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 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;
- Knowledge of relevant Florida, federal, local, and administrative laws and their respective application to local government operations;
- Skill in computerized legal research, as well as general office-related hardware and software systems;
- Ability to deal tactfully and effectively with County officials, employees, court officials, and the general public;
- Ability to use small office equipment and computers.

**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.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- 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.

**WORKING CONDITIONS**

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