



Senior Assistant County Attorney

Category: Exempt
Pay Grade: E35
Job Code: 03470

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; specializes in certain legal fields, and assignments include matters of substantial importance.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Conducts legal research regarding complex problems or projects, prepares reports and memoranda, 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, particularly in regard to a distinct area of specialization that meets the legal needs of the County;
- 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;
- Works with Assistant County Attorneys to assist in their development of required knowledge, skills, and abilities;
- 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 eight (8) years of related professional experience as an attorney.

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.
- Significant experience in the public sector, with an emphasis on local government issues.
- Significant experience as a practicing attorney with emphasis in areas of complex litigation and/or complex matters related to local governmental law.
- Board certification in a relevant area of law, including but not limited to city, County, and local government law.
- 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.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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.
- Standing: Particularly for sustained periods of time.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.