



Managing Assistant County Attorney

Category: Exempt
Pay Grade: E38
Job Code: 03478

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 managerial legal work of a varied and complex nature directing a major division within the County Attorney's Office; provides direct supervision and coordination responsibility over subordinate attorneys and support staff, including legal secretaries and paralegals, involved in one of three divisions; 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 responding 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)

- Manages, directs, and coordinates a major division within the County Attorney's Office;
- Acts as the expert for the assigned area of responsibility, providing technical advice and assistance to subordinate attorneys and customers;
- 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 which 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, 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 eight (8) years of 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.
- One year of supervising or managing other attorneys
- 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;
- 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 plan and direct the work of professional attorneys and support personnel in a manner conducive to full performance and high morale.

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.
- Standing: Particularly for sustained periods of time.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.