



Chief Assistant County Attorney

Category: Exempt
Pay Grade: E42
Job Code: 03480

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, 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; 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; 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.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Exercises direct and administrative supervision over subordinate attorneys and clerical personnel and 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;
- Conducts planning investigations independently and negotiations on legal problems of the highest importance and represents the office of the County Attorney, elected officials, and departments at conferences, hearings, or trials;
- Assigns and reviews work of subordinate attorneys;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited law school with a Juris Doctor Degree; or admission to the Florida Bar plus ten (10) years of 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 (2) years of experience supervising or managing other attorneys; significant experience in the public sector, with an emphasis on local government issues, and as a practicing attorney, with emphasis on complex litigation and/or complex matters related to local government law.

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.
- 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.

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.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.