



## **County Attorney**

**Category:** Exempt

**Job Code:** 03499

*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**

The County Attorney provides comprehensive expert legal services, characterized by advanced complexity and broad variety of litigation, legal interpretation, and knowledge and practice of administrative law that encompasses all of the elected officials of county government and for all of the departments under the Board of County Commissioners. The County Attorney is also responsible for administration of the Legal Department and supervision of Assistant County Attorneys and clerical personnel. The County Attorney or assistants attend all meetings of the Board of County Commissioners.

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

- On request, provides legal opinions on all matters relating to administration of county government in all of its aspects;
- Represents the county and its elected officials in litigation, including appeals;
- Prepares proposed legislation and makes recommendations with regard to repeal, amendment or revision of existing laws, directs and supervises the work of Assistant County Attorneys, prepares or examines a variety of legal documents such as contracts, leases and deeds;
- Directs and reviews the work of Assistant County Attorneys and clerical personnel;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Graduation from an accredited law school with a Juris Doctor Degree and admission to the Florida Bar plus ten (10) years professional experience as an attorney with advanced and extensive experience as a practicing attorney with a minimum five (5) years of directly related legal experience administering to public sector and governmental law to include expertise in local governmental law combined with two (2) years supervising or managing other attorneys; 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.
- Employee to be capable to practice law in the State of Florida.
- 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.
- Florida Bar Board Certification is highly desirable.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the laws of Florida, the common law, all local legislation pertaining to the county, and

- administrative law including regulations and their enforcement;
- Knowledge of the principles, methods, materials and practices of legal research;
  - Knowledge of modern principles of organization and management;
  - Ability to apply computer applications and software;
  - Ability to deal tactfully and effectively with county administrative officials, local governmental officials, employees, court officials, and with the general public;
  - Ability to draft legal instruments, proposed legislation, and legal opinions;
  - Ability to plan, assign, and review the work of Assistant County Attorneys, and clerical employees;

#### **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.