

ASSISTANT COUNTY ATTORNEY

CODES/PAY RANGE

Class Code: 1212 EEO Code: B FLSA: E Pay Range: D-A

MAJOR FUNCTION

Professional legal work as a member of the County's legal staff representing divisions, advising administrative officials and conducting civil suits.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prepares written legal opinions, ordinances, resolutions, contracts, leases, and memoranda as assigned by the County Attorney. Drafts and presents legislative bills to local delegations. Negotiates terms and conditions of contracts and agreements.

Serves as Attorney representing the County in such diverse areas as fire, finance, tax, engineering, personnel, labor, public services, zoning, and administration. Advises officials and employees on legal questions and prepares legal opinions. Gathers facts, checks investigation reports, reviews files, and answers correspondence.

Participates in the preparation of assigned State and Federal cases for trial. Makes discovery, prepares briefs and pleadings and supervises necessary investigations. Tries cases and appeals unsatisfactory adverse judgements to higher courts. Explains and interprets ordinances and status of various cases. Provides advice concerning legal questions within the various operating divisions.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of judicial procedures. Knowledge of State statutory and State and Federal constitutional law, and their application to County operations and ordinances.

Ability to learn the organization, functions and authority of the various County departments/groups and constitutional officers. Ability to represent the interests of the County departments/groups in drafting legislation and legal documents. Ability to present and argue cases in court. Ability to analyze cases for their value as legal precedents. Ability to deal tactfully and effectively with County

(Assistant County Attorney continued)

administrative officials, employees, court officials, attorneys, and the general public.

MINIMUM QUALIFICATIONS

Possession of a Juris Doctorate degree from an accredited law school. Member of the Florida Bar.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk.

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; technical and professional journals and manuals, abstracts, and financial reports. Ability to write legal documents, business letters, summaries, opinions, etc using prescribed formats. Ability to speak clearly and concisely relating information, details and procedures to layman; persuasive/extemporaneous speaking; ability to speak in public. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 10/97
Replaces 10/94

(Consolidated classification. See progression agreement - approved 12/94)