

COUNTY ATTORNEY

CODES/PAY RANGE

Class Code: 1215 EEO Code: A FLSA: E Salary: *Set by County Council*

MAJOR FUNCTION

Responsible administrative and professional legal work in providing legal counsel to the County Manager, County Council, and to other County administrative officials on all matters of civil law.

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.)

Represents the County in all legal matters, including the bringing and defending of suits.

Attends meetings of the Council and committees of the Council. Advises the Manager and Council and County divisions in reference to legal questions.

Prepares or supervises preparation of contracts, ordinances, and resolutions. Represents the Manager and Council before various State departments and governmental subdivisions. Answers inquiries of the public, generally in reference to County matters.

Advises boards and commissions appointed by the Charter, County Manager, and County Council.

Drafts special legislative acts for the County. Supervises the work of legal staff, secretaries, and clerical personnel.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of statutory and constitutional law of the State of Florida, especially as these apply to County government. Knowledge of judicial procedure and the method and practices of pleading and of effective techniques in presentation of cases. Knowledge of principles, methods, materials, and practices of legal research.

Ability to draft legal instruments, proposed legislation and legal opinions. Ability to analyze,

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appraise and organize facts, evidence and precedents concerned in cases and to present such material orally or in writing in clear logical form. Ability to analyze and appraise a variety of legal documents and instruments. Ability to establish and maintain effective working relationships with County and court officials, employees, and the general public.

MINIMUM QUALIFICATIONS

Graduation from a recognized school of law. Considerable experience as a practicing attorney including trial work, preferably in a governmental agency.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

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.