

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	COUNTY ATTORNEY
POSITION #:	2166
AREA(S):	LEGAL

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This is highly responsible, complex and professional legal work providing legal analysis and advice to the Board of County Commissioners, the County's Administrative Staff and various County-related agencies, boards and committees. The County Attorney takes all legal action necessary to achieve County goals and protect County interests; and assignments include matters of substantial importance.

This is an emergency essential classification. Upon declaration of a disaster and/or emergency, all employees in this classification are required to work.

An employee assigned to this classification is required to litigate for substantive areas of assignment.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

- Collaborates with and assists in identifying solutions and working with county staff to resolve issues brought forth by the Board.
- Advises staff with the Board's priorities in mind so the proposed solutions further county goals.
- Advocates building organizational culture through aligning decisions with core values including: integrity, honesty, respect, diversity, innovation, accountability and communication.
- Independently 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; participates in settlement negotiations and serves as trial counsel for the County when needed.
- Supervises and coordinates the activities of subordinate employees including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews and conducting departmental training and orientation.
- May supervise Assistant County Attorneys, County Attorney's Office staff, and/or Interns/Externs on specific projects and to review of formal legal opinions and attorney work product prepared by Assistant County Attorneys, or Interns/Externs to ensure accuracy, efficiency, and compliance with legal standards.
- Drafts or files a variety of documents, which may include: contracts, deeds, resolutions, policy recommendations, legal correspondence, motions, memoranda of law, briefs, pleadings, legal opinions, or other legal documents.

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- Conducts legal research regarding complex problems and/or projects; prepares reports and memoranda, drafts opinions containing proposed or recommended courses of action or solutions.
- Interprets and applies legal principles and precedents in resolving complex legal issues.
- Reviews documents and renders opinions as to their legal validity and /or acceptability.
- Advises and assists County officers with legal matters.
- Represents departments, officials, boards and commissions in matters that require the professional services of an experienced attorney.
- Prepares resolutions, ordinances, and other proposed legislation of a unique or complex nature.
- Attends meetings of the County commission, boards, agencies and other County Attorney's Office clients; may require attendance at meetings outside of normal working hours.
- Demonstrates leadership and evaluates, develops and motivates employees.
- Performs the duties listed, as well as those assigned, with professionalism and a sense of urgency.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, & ABILITIES

- Considerable knowledge of judicial procedures and the methods and practices of legal research.
- Knowledge of statutory and constitutional laws of the State of Florida, especially as these apply to Levy County government.
- Ability to analyze issues based upon understanding of the law, experience in similar situations, knowledge of Board priorities and the particular history which may be brought to bear in any given situation.
- Ability to draft legal documents and proposed legislation.
- Ability to effectively supervise and coordinate the activities of subordinate employees.
- Ability to organize a variety of projects effectively.
- Ability to communicate effectively both orally and in writing including public speaking.
- Ability to prepare written reports and memoranda.
- Ability to organize and present cases for trial.
- Ability to conduct trials, hearings and proceedings.
- Ability to litigate for areas of assignment.

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- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with a Juris Doctorate Degree, membership in the Florida Bar Association for at least seven years,
- Seven years of progressively responsible legal experience and local government law experience; or any equivalent combination of training and experience.
- Board certification in City, County and Local Government Law is highly desirable but not required.
- Successful completion of a criminal history background investigation is required prior to employment.
- Possess and maintain a valid Florida driver license.

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms, and use hands to finger, handle or feel.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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GENERAL INFORMATION:

FLSA Status	Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Officials and Administrators
EEOC Job Function	Financial Administration
EEOP Job Category	Officials/Administrators
Safety Sensitive	NO
Safety Category (if applicable)	
Paygrade:	BOCC approved