

ASSISTANT COUNTY COUNSEL 3

DEFINITION

To advise and counsel County management and administrators on its legal rights and obligations to assure that the County's operations comply with the law; to defend, prosecute and negotiate litigated matters to which the County is a party to assure effective legal representation; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Assistant County Counsel series. The Assistant County Counsel is a career series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including advising and providing counsel on the most complex and sensitive cases and providing advice on complex and sensitive issues and projects. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Counsel.

Exercises functional and technical supervision over clerical, technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Reviews Board of County Commissioners' agenda items and confers with appropriate personnel on questions or problems.

Defends County officers or employees in any action for damages based on an alleged wrongful act or omission in performance of official duty.

Prosecutes and defends complex and sensitive actions, suits and proceedings to which the County is a party.

Advises County Administrator's office and other executive personnel on complex and sensitive legal questions; discusses policy implications and risks of presenting situations.

LANE COUNTY

Assistant County Counsel 3 (continued)

EXAMPLES OF DUTIES (con't)

Researches and drafts complex legal opinions and memoranda in response to requests from County administrative and executive personnel.

Approves all formal ordinances, orders and actions of the Board of County Commissioners as to the legal sufficiency.

Researches and drafts County charter amendments, ordinances, orders, contracts, deeds and other formal documents; reviews documents with appropriate personnel.

Attends Board of County Commissioners' meetings to advise the Board on legal questions that may arise.

Serves as County Counsel as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances and departmental policies and procedures.

Principles and practices of litigation.

Principles and practices of municipal law.

Principles and practices of investigation.

Principles and practices of negotiation, mediation and conflict resolution.

Principles and practices of business and legal writing, including format and grammar; judicial procedure and rules of evidence.

Modern office procedures, methods and computer equipment.

Ability to:

Organize, interpret and apply complex legal principles.

Analyze and understand applicable factual matters.

Properly interpret, evaluate and make decisions in accordance with the law.

LANE COUNTY

Assistant County Counsel 3 (continued)

Conduct research on complex legal problems.

Ability to: (con't)

Write complex legal papers and reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

A Juris Doctorate from an accredited law school.

Experience:

Four years of responsible municipal legal counsel or litigation experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Member of the Oregon State Bar at time of appointment.