

LANE COUNTY
Job Code: *N4602
Updated: 07/14/07
(Previous Job Code: G011)

ASSISTANT COUNTY COUNSEL 2

DEFINITION

To assist in advising and counseling administration and management 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 full journey level class within the Assistant County Counsel series. The Assistant County Counsel is a career series. Employees within this class are distinguished from the Assistant County Counsel 1 by the performance of the full range of duties as assigned including complex court cases and responding to complex questions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Assistant County Counsel 3 in that the latter performs duties requiring specialized legal knowledge related to area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Counsel and technical and functional supervision from the Assistant County Counsel 4.

Exercises functional and technical supervision over secretarial, technical and clerical 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.

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

EXAMPLES OF DUTIES (con't)

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

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

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances and departmental policies and procedures.

Principles and practices of municipal law.

Principles and practices of litigation.

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 legal principles.

Analyze and understand applicable factual matters.

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

Conduct research on complex legal problems.

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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:

Three years of responsible municipal law 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 the time of appointment.