

ASSISTANT COUNTY COUNSEL 1

DEFINITION

To assist in advising and counseling County 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 entry level class in the Assistant County Counsel series. The Assistant County Counsel is a career series. This class is distinguished from the Assistant County Counsel 2 by the performance of the more routine tasks and duties assigned to positions within the series including case research, less complex court cases and responding to routine questions. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

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

Exercises functional and technical supervision over secretarial and clerical personnel.

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

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

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

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

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.

LANE COUNTY
Assistant County Counsel 1 (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances and departmental policies and procedures.

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 legal problems.

Write 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.

LANE COUNTY
Assistant County Counsel 1 (Continued)

Experience:

No experience is required.

Special Requirements:

Member of the Oregon State Bar at the time of appointment.

Change in grade (Job Code G010 to N4603) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.