

LANE COUNTY
*N4602
Updated: 07/14/07
(Previous Job Code: G011)
Updated: 01/09/10

ASSISTANT COUNTY COUNSEL 2

DEFINITION

To assist in advising and/or advise and counsel 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 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, and by the level of responsibility assumed and the complexity of duties assigned

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Counsel, and technical and functional supervision from the Assistant County Counsel 3.

Exercises functional and technical supervision over assigned staff.

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.

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 municipal law.

Principles and practices of litigation.

Principles and practices of investigation.

Principles and practices of negotiation, mediation and conflict resolution.

Knowledge of: (con't)

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:

Identify and recommend realistic alternative solutions to problems.

Organize, interpret and apply complex 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.

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 legal counsel or litigation experience.

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

LANE COUNTY
Assistant County Counsel 2 (Continued)

Special Requirements:

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

Must be in possession of a valid driver's license at time of application if required to drive, and a valid *Oregon* Driver's license by time of appointment.

Change in grade (Job Code G011 to N4602) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

Update in job specifications and reporting structure for Assistant County Counsel 1, 2, and 3 – due to revised compensation plan for these positions and elimination of Assistant County Counsel 4 classification - approved on January 6, 2010 by Lane County Board Order 10-1-6-15. Effective 1/09/10.