



## **Assistant County Counsel**

**Class code:** 01331

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 10

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### **I. Position Summary**

Under the supervision of the County Counsel, performs professional legal services for Jackson County requiring knowledge of or ability to learn various areas of law including, but not limited to, municipal and Oregon public entity law, contracts and procurement, litigation, tort, labor and employment, land use, tax assessment and collection, construction, and real property law. Also performs other lawyer-related duties as assigned. May receive technical and functional supervision from a Senior Assistant County Counsel I or II.

### **II. Supervision Exercised**

None.

### **III. Examples of Essential Position Duties**

- Provides written and verbal legal advice and legal counseling regarding contracts, informal agreements, and various government programs; performs legal research to gather and analyze relevant information.
- Defends and prosecutes in civil litigation involving the county including researches and prepares cases, such as code enforcement, drafts pleadings and motions, and prepares witnesses and other legal documents for trial.
- Reviews legal documents; assists in developing contracts, ordinances, instruments concerning real property and liens, and other legal documentation for purposes of ensuring compliance with federal, state and local laws and protecting the interests of the County.
- Attends various and public meetings and hearings as assigned; provides legal advice as requested and assures meetings and hearings are in compliance with applicable laws.
- Performs in compliance with the Oregon Rules of Professional Conduct and Oregon State Bar directives.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

- Knowledge of federal, state and local law applicable to County operations.
- Knowledge of the principles, methods, and practices of legal research, analysis and writing.
- Ability to interpret and explain legal issues, solutions and processes.
- Ability to draft legal documents including, but not limited to, pleadings, motions, contracts, deeds, County ordinances, orders and Charter amendment and other legal documents and instruments.

## **Jackson County – Assistant County Counsel**

Page 2 of 2

- Ability to work by self on various matters as well as on a team within the Counsel office.
- Ability to communicate effectively, both orally and in writing.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

### **Education and Experience**

- A Juris Doctor or other terminal degree (e.g. LL.B) from accredited law school.

### **Licenses, Certificates and Other**

Must be currently licensed to practice law in the State of Oregon OR must obtain a license to practice law in the State of Oregon through examination within three months of hire date OR must obtain a license to practice law in the State of Oregon through reciprocity within six months of hire date. Must be willing to seek admission to the U.S. District Court of Oregon and the Ninth Circuit Court of Appeals. Must have a valid Oregon State Driver's License with an acceptable driving record.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving and travel.

### **Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to disruptive people.

## **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 8/14