



County Counsel

Class code: 01105

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 20

I. Position Summary

Represents the County in legal matters and plans, directs and organizes provision of legal services to various County departments, agencies and elected officials. Requires knowledge of 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. Also manages County litigation, including internal and external counsel, and the representation of County interests in administrative proceedings.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Directs legal counsel activities to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides written legal advice and legal counsel regarding a full range of legal issues for the Board of Commissioners, County Administrator, and other departments.
- Represents the County in litigation, appeals, and administrative proceedings. Collaborates with County Administrator, department directors and elected officials, where appropriate, regarding legal strategy and managing legal risks and liabilities.
- Reviews all claims against the County and determines appropriate course of action. Manages all civil litigation involving the County; creates litigation strategies, and participates in case settlement decision-making, including presenting cases to the Board and County Administrator for settlement authority.
- Reviews documents for County departments; assists departments and elected officials in developing contracts, ordinances, property transactions and other documents to assure legal protection for the County and conformance with applicable state and federal laws.
- Attends various meetings and public hearings at the County; provides legal advice as requested and assures meetings and hearings are held in conformance with the law.
- Selects, supervises, and evaluates Counsel staff. Conducts performance evaluations, and initiates and implements disciplinary actions as warranted.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective provision of legal services in compliance with County standards and federal, state, and local laws.
- Monitors fiscal operations of the department; prepares and administers the budget based on staffing and resource requirements, cost estimates, and County objectives and goals. Approves, monitors, and documents expenditures assuring compliance with approved budget and staffing levels.
- Analyzes and recommends improvements to existing legal policies, procedures, and related systems. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of legal services. Responds to the most sensitive or complex inquiries or complaints.
- Performs in compliance with the Oregon Rules of Professional Conduct and Oregon State Bar requirements.
- Provides trainings and briefings to the Board and County advisory committees and departments.
- 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 and state laws, statutes, regulations and case law and local ordinances, policies, and procedures.
- Knowledge of 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.
- Knowledge of courtroom procedures on appellate, trial, and administrative levels.
- Knowledge of the principles, methods, and practices of legal research, writing and investigation.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of principles and practices of governmental fiscal management, including expenditure control, record keeping, state budget law and County budget policies and procedures.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to interpret and explain codes, statutes, ordinances, and procedures.
- Ability to draft pleadings, motions, ordinances, contracts, property transactions, and other legal documents.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- 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

- Graduation from accredited law school, license to practice law in the United States of America, AND seven years of executive, professional level legal experience, including three years experience in local government law; three years of experience in the practice of civil law preferred; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Must be able to become a member of the Oregon State Bar in good standing within a reasonable time of position acceptance. Willing to apply for admittance to practice before all Oregon State Courts and the U.S. District Court for the State of Oregon. Must have an acceptable driving record and must possess, or obtain within 30 days of position acceptance, a valid Oregon State Driver's License.

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: 7/18