



Senior Assistant County Counsel

Class code: 01330

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 13

I. Position Summary

Under the direction of the County Counsel, represents the County and provides legal counsel to various County departments, agencies and officials requiring 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 law.

II. Supervision Exercised

May act as a supervisor or lead to various classifications.

III. Examples of Essential Position Duties

- Provides legal counsel and representation regarding contracts and procurement, tort and civil rights liability, general civil law, and compliance with applicable federal state and local laws.
- Reviews documents for assigned County departments; assists in developing contracts, ordinances, real property transactions, and other legal documentation for purposes of ensuring compliance with federal, state and local laws and protecting the interests of the County.
- Represents the County in litigation, appeals, and administrative proceedings. Collaborates with Department Directors/Elected Officials, where appropriate, regarding strategy.
- 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.
- May provide lead direction to staff and assign and review the work of department support staff.
- 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 and ability concerning representation of government entities in litigation, appellate and administrative proceedings.
- Knowledge and ability to perform both thorough and effective legal research and analysis.
- Ability to analyze complex legal issues and formulate potential solutions regarding the same orally and in writing.

Jackson County – Senior Assistant County Counsel

Page 2 of 2

- Ability to draft ordinances, contracts and various legal instruments concerning the operations and interests of the County. Ability to develop and maintain effective professional relationships with other staff, public officials, the general public, and representatives of other agencies.
- 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 AND five years of relevant or transferrable experience. At least three years of experience in the public sector is highly preferred.

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