

LINN COUNTY CLASSIFICATION

TITLE: DEPUTY COUNTY ATTORNEY 1

NUMBER: 630

PAY RANGE: 19

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2009-454

DATE: November 10, 2009

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provides professional legal advice and services to County offices and departments, requiring some knowledge of multiple specialty areas including general municipal, land use, tax assessment, labor and employment, contract, purchasing, construction, public record and meeting laws, and real property rules and laws. In the Deputy County Attorney classification series, this is the entry level position.

SUPERVISION RECEIVED: Works under the close supervision of the County Attorney who assigns duties, provides legal guidance on difficult or unusual matters and evaluates work for effectiveness.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but a Deputy County Attorney 1 may assist in the job orientation of new personnel or provide direction to support staff on specific work assignments.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. As assigned, provide legal assistance to County elected officials and department heads and their employees in various County-related matters in the form of direct legal advice, as well as representation, as needed, at meetings, budget and administrative hearings, labor negotiations, land use matters, and in court; may act as legal advisor to County advisory boards and committees. May advise county boards and committees on public meeting laws and parliamentary procedure.
2. As directed, consult with County officials and department heads and their employees on a formal or informal basis in group meeting or in private, to answer questions and advise them on legal matters affecting their operation to include budget, employment and contract issues. May formulate plans of action to eliminate or mitigate legal consequences to the County for actions of its officers and employees.
3. Review or prepare contracts and agreements; generate drafts of court pleadings, ordinances, resolutions and board orders; interpret State laws and administrative rules, County ordinances and Federal laws and regulations; prepare special reports and legal memoranda upon request.
4. As assigned, represent the County and its employees in the course of their employment in Federal and State Court or agency civil litigation proceedings, both when the County or its employee(s) is a defendant as well as when the County is a plaintiff; prepare and present cases as required. Make recommendations regarding the use of outside legal counsel and, if retained, act as liaison for the County. May review and monitor all claims against the County and consult, as needed, with the County's insurance providers.

5. Conduct legal research and attend training necessary for minimum continuing legal education, for case preparation and to respond to questions of County officials and to broaden personal legal background; keep abreast of Court decisions and existing and pending legislation affecting the County to ensure that County ordinances, policies and procedures are administratively sound and consistent with the intent of the law.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of legal principles, practices and terminology, particularly as it relates to Oregon public agencies; knowledge of administrative programs affected by legal practice; ability to analyze facts, evidence, and precedents, and to arrive at logical conclusions; ability to set forth findings of fact and decisions in concise written form; skill in courtroom presentation of cases. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited school of law, preferably supplemented by some experience in the practice of public judicial and administrative law. Must be a member of the Oregon Bar at the time of appointment. Membership in the National Association of Parliamentarians or the American Institute of Parliamentarians desirable.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must have a home telephone or other after-hours telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in a courtroom and office environment. Work requirements include the ability to input information and data into a computer format and to operate various office equipment and phones and engage in oral conversation and presentations. May, if directed and able, be required to lift or move thirty (30) pound objects such as boxes. May on occasion be required to perform all essential functions offsite. Occasionally, must be able to interact with members of the public who are extremely upset and, at times, threatening.