

# LINN COUNTY CLASSIFICATION

**TITLE: COUNTY ATTORNEY**

**NUMBER: 632**

**PAY RANGE: 30**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER NUMBER: 2019-058**

**DATE: FEBRUARY 26, 2019**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as the Department Head of the Office of the County Attorney and plans, organizes, directs and provides professional legal advice and services to County offices and departments, requiring 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. Monitors and directs litigation activities and drafts and reviews legal documents to which County is a party.

SUPERVISION RECEIVED: Works under the general direction of the County Administrative Officer who provides policy objectives and evaluates work performance; exercises independent professional judgment regarding legal advice and services.

SUPERVISION EXERCISED: Exercises supervision over all assigned departmental personnel; selects new personnel, assigns duties, provides training, approves schedules, evaluates performance, responds to grievances and recommends personnel transactions.

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. Develop, implement and evaluate the operation of the Office of the County Attorney; establish and maintain compliance with County and Office policies and procedures. Monitor and direct the work performance of employees; maintain standards of efficiency; recommend approvals of all new hires, promotions, layoffs, and terminations. Prepare Office budget and present for approval; monitor and manage expenditures of the Office.
2. Provide legal assistance to the County's elected officials and department heads and their employees in all 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; act as legal advisor to County advisory boards and committees. Advise County boards and committees on public meeting laws and parliamentary procedure.
3. Consult with County elected officials and department heads and their employees on a formal or informal basis in group meetings or in private, to answer questions and advise them on legal matters affecting their County operations to include budget, employment and contract issues. Formulate plans of action to eliminate or mitigate legal consequences to the County for actions of its officers and employees.
4. Review or prepare contracts and agreements; generate and approve 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.

5. Represent the County and its employees in the course of their employment in Federal and State Courts 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. Review and monitor all claims against the County and consult, as needed, with the County's insurance providers.
6. 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 the County ordinances, policies and procedures are administratively sound and consistent with the intent of the law.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification 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. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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

KNOWLEDGE, SKILL AND ABILITY: Extensive and thorough knowledge of administrative law, property law, contract law, employment law, municipal law and ordinance law. Ability to organize and summarize a large volume of material and arrive at a logical conclusion. Ability to set forth concise, complete and accurate findings of fact and conclusion. Ability to communicate well both verbally and in writing. Ability to appear effectively before a trial court or administrative body. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited school of law and four years of experience at the Deputy County Attorney 3 level or equivalent in representing state or local governments, drafting contracts, interpreting statutes as related to municipal corporations with experience in labor relations, including governmental litigation; drafting ordinances, orders and resolutions. Must be a member of the Oregon Bar at the time of appointment and must become a member of the National Association of Parliamentarians or the American Institute of Parliamentarians within one year of employment. Experience supervising a law office 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 an office and courtroom 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.