

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### ASSISTANT COUNTY ATTORNEY

**Department:** County Attorney  
**Pay Grade:** 116/117/118/120  
**FLSA Status:** Exempt  
**Job Class:** 2115  
**Risk Code:** 8820

#### JOB SUMMARY

Under the direction of the County Attorney, the Assistant County Attorney positions are responsible for providing complete legal representation to the Board of County Commissioners. This position exercises considerable independent judgment and performs a variety of complex legal tasks.

#### ESSENTIAL JOB FUNCTIONS

- Drafts legal opinions, resolutions, and ordinances.
- Attends meetings of the County Commission advisory boards and committees of the County Commission to provide legal counsel.
- Assists County Commission and County Administration in the negotiation and preparation of agreements, leases, deeds, and other documents.
- Conducts complex and in-depth research relevant to case load assignments for comprehensive review, evaluation, analyses, and case preparation purposes.
- Represents the County in litigation, including civil litigation, administrative actions, and code enforcement actions.
- Renders legal advice to the County Commission, County Administration, department managers, and County employees concerning federal and state statutory, administrative, and case law, and offers solutions to legal problems.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

**SUPERVISION**

This position is responsible for directly and regularly supervising work of a relatively small number of employees (two or more) with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

**QUALIFICATIONS**

<b>Requirements</b>	<b>Asst. County Attorney I</b>	<b>Asst. County Attorney II</b>	<b>Asst. County Attorney III</b>	<b>Asst. County Attorney IV</b>
<b>Licenses</b>	Valid Florida DL Admission to the FL Bar	Valid Florida DL Admission to the FL Bar	Valid Florida DL Admission to the FL Bar	Valid Florida DL Admission to the FL Bar
<b>Education</b>	Graduation from an accredited college or university with a Juris Doctorate; and previous local government law experience preferred; or an equivalent combination of education and experience.	Graduation from an accredited college or university with a Juris Doctorate; and previous local government law experience preferred; or an equivalent combination of education and experience.	Graduation from an accredited college or university with a Juris Doctorate; and previous local government law experience preferred; or an equivalent combination of education and experience.	Graduation from an accredited college or university with a Juris Doctorate; and previous local government law experience preferred; or an equivalent combination of education and experience.
<b>Experience</b>	At least two (2) years progressively responsible legal experience or an equivalent combination of education and experience	Five (5) plus years progressively responsible legal experience and/or in local government environment or an equivalent combination of education and experience	Ten (10) plus years progressively responsible legal experience and/or in local government environment or an equivalent combination of education and experience	Fifteen (15) years progressively responsible legal experience and/or in local government environment or an equivalent combination of education and experience
<b>Paygrade</b>	116	117	118	120

**Knowledge, Skills, and Abilities:**

**Language Skills**

- Ability to write effective pleadings, motions, briefs, and memoranda.
- Ability to speak with brevity in a focused manner.
- Ability to conduct effective interviews.
- Ability to read, analyze, and interpret highly complex documents and related materials relevant to litigation, e.g., legislation, legal opinions, case law.

- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem-Solving Ability**

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to analyze major organization-wide policies, budgets, procedures, systems, or accounting methods on a continuous basis.

### **Specialized Skills and Abilities**

- Knowledge of the laws of Florida, the Common law, and all local legislation pertaining to the County and administrative law including regulations and their enforcement.
- Considerable knowledge of the principles, methods, materials, and practices of legal research and writing.
- Knowledge of business English, spelling, and punctuation.
- Skills in professional legal writing.
- Ability to prepare legal memoranda, opinions, legal documents, briefs, resolutions, ordinances, and other legal correspondence.
- Ability to work independently under the direction of the County Attorney.
- Ability to prepare highly complex legal materials in conformance to prescribed standards.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*