



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Assistant County Legal Counsel I  
Department: Legal Counsel  
FLSA Status: Exempt  
WC Code: 8820  
Effective Date: October 6, 2017  
Last Revised: October 6, 2017  
Pay Grade: NU 19  
Union: Non-Union

#### SUMMARY

The Assistant County Legal Counsel I assists the County Legal Counsel in legal advice, counsel, and representation to the Board of Commissioners, other elected county officials, department heads, and other county staff. The Assistant County Legal Counsel I locates, interprets, researches, and advises on state, federal, special district, and county law (including constitutional, statutory and administrative) as it applies to the powers and duties of county officials. Primary area of emphasis is municipal law, including contracts, leases, foreclosures, land use, elections, fiscal law, police power, public meetings and records, functions of county officers, public employment law, tort liability, general real property, taxes, etc.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in the classification will not necessarily involve all of the duties listed, and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Represents county in civil cases in state and federal courts as plaintiff and some cases as defendant).
2. Prepares pleadings, briefs, motions, and other court documents.
3. Assists outside legal counsel in cases (primarily involving monetary claims against county).
4. Prepares written legal opinions at the request of county officials.
5. Gives legal advice, analysis, and recommendations.
6. Conducts complex legal research concerning County legal matters and litigation to formulate defense, initiate legal action or provide legal opinions to county officials.
7. Interprets proposed and current legislation and administrative rules.
8. Prepares, reviews, and analyzes proposed and current contracts and leases.

9. Represents county in selected appellate courts and administrative bodies.
10. Prepares, reviews, and revises selected ordinances and policies.
11. Advises on questions of county's legal liability.
12. Attends meetings of various groups of county staff.
13. Makes official statements, on selected legal matters, on behalf of county to media.
14. Prepares ballot titles for county measures for elections.
15. Other related functions as an attorney, as requested by county officials or as assigned by County Legal Counsel.
16. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Supervision of others is not normally a responsibility of persons in this position. However, the incumbent may be required to train others to perform basic legal reference functions in the law library.

#### QUALIFICATIONS

Must be an active member of the Oregon State Bar, currently admitted and authorized to practice law in Oregon.

Admission to practice in federal courts is desirable.

Must be able to thoroughly analyze, and fully and clearly communicate, orally and in writing.

Should be well familiar with civil pleading and practice, including knowledge of pleading rules and current court practices.

Considerable knowledge of state and federal laws applicable to municipal law, including contracts, leases, foreclosures, land use, elections, fiscal law, police power, public meetings and records, functions of County officers, public employment law, tort liability, general real property and taxes. Understand and interpret Oregon state law; establish and maintain effective working relationships with County officials, department heads, other employees, and the public; review and interpret County ordinances, policies and regulations; make decisions independently in accordance with established laws, policies and procedures; exercise initiative and judgment in completing tasks and responsibilities.

Thorough and current knowledge of federal and state Rules of Civil Procedure, local court rules, and state and federal evidence codes.

Thorough knowledge of legal terminology and the principles of legal document drafting and structure.

Knowledge of and experience in legal research; methods and sources of legislative actions, case law, statutes, rules, and administrative opinions.

Familiarity with sources of non-legal research information for businesses, individuals and government entities.

Ability to draft clear, concise, and accurate legal documents, correspondence, pleadings and memoranda quickly and efficiently.

Knowledge of basic investigative techniques as applied to legal actions.

#### EDUCATION AND EXPERIENCE

Must be a graduate of a law school accredited by the American Bar Association.

#### JOB IMPACT

The consequences of error could result in legal actions against the County, including monetary damages, and embarrassment of County elected officials and other department heads.

#### JOB CONTACTS

This position requires ongoing contact with the Board of County Commissioners to interpret laws, rules and regulations, provide legal opinion and legal updates, and frequent contact is required with other elected officials, department heads and other County staff, State, Federal and other County agencies, attorneys, the public, and social service agencies for referral.

#### LANGUAGE SKILLS

This position requires a very high level of skill in oral and written communication. The incumbent should have demonstrated skill in analyzing and conveying very complex concepts in concise and simple terms. Ability to read, analyze, and interpret common and technical journals, financial reports, and legal documents; high level of skill in oral and written communication. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### MATHEMATICAL SKILLS

Complex mathematical calculation is not a normal responsibility of the person in this position. Basic business math skills are required.

#### REASONING ABILITIES

The person in this position must have a very high level of skill in analytical reasoning in order to fulfill the responsibilities of legal analysis. This requires the ability to comprehend very complicated legal and logical concepts and analyze them accurately and efficiently. The incumbent must be able to comprehend, for example, what changes have occurred in case law and statutory law over time and analyze how those changes affect local government functions.

#### OTHER SKILLS AND ABILITIES

Analyzes legally significant situations beyond the scope or understanding of County department heads and elected officers and provides options of response. Represents the County in most court appearances (state and federal) in which (a) the county is the plaintiff or (b) non-monetary relief is sought against the County. Coordinates, assists and acts as liaison in cases involving outside counsel. Exercises independent judgment and decision-making subject to the direction of the County Legal Counsel and Board of County Commissioners.

The operation of standard office equipment, including the operation of a computer and various software programs to update/access files.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Oregon State Bar license.

#### BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

The work environment is normal office and/or library surroundings. Position is impacted by the need for extreme accuracy and attention to detail in interpreting and applying federal, state and local laws and regulations; by urgent time deadlines as a result of lawsuits and other court actions requiring a timely response; heavy or uncontrollable work flow as the department services all other County departments; uncontrollable interruptions and distractions due to requests for assistance by staff and other departments.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 20lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

### Exposure - Environmental Factors

<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>