



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th 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 II
Department: Legal Counsel
FLSA Status: Exempt
Job Code: 4207
WC Code: 8820
Effective Date: March 18, 1994
Last Revised: January 1, 2010
Pay Grade: NU21
Union: Non-Union (Confidential, At Will Position)

SUMMARY

The Assistant County Legal Counsel provides legal advice, counsel and representation to the Board of County Commissioners, other elected County officials, department heads and other County staff; and draws up legal documents concerning County business; does related work as required. An employee in this classification 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 this classification will not necessarily involve all of the listed duties below 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. Assists in supervision of Legal Administrator, Law Clerk, Paralegal and Legal Secretary staff.
5. Prepares written legal opinions at the request of County officials.
6. Gives legal advice, analysis and recommendations.
7. Does complex legal research concerning County litigation, civil, municipal, and other cases to formulate defense, initiate legal action or provide legal opinions to County officials.
8. Interprets proposed and current (a) legislation and (b) administrative rules.

9. Prepares, reviews and analyzes proposed and current contracts and leases.
10. Represents County in selected appellate courts and administrative bodies.
11. Prepares, reviews and revises selected ordinances and policies.
12. Advises on questions of County's legal liability.
13. Attends meetings of various groups of County staff.
14. Makes official statements, on selected legal matters, on behalf of the County to the media.
15. Prepares ballot titles for County measures for elections.
16. Communicates with attorneys representing other parties dealing with the County.
17. Other related functions as an attorney, as requested by the County officials or otherwise, or as assigned by County Legal Counsel or Board of County Commissioners.

TYPICAL PROBLEMS ENCOUNTERED

Problems generally revolve around the application of Oregon State Statutes, laws and regulations, and County ordinances, rules and regulations. Provides advice on state and federal laws and contractual obligations of the County.

SUPERVISORY RESPONSIBILITIES

Supervision is provided to subordinate employees.

QUALIFICATIONS

Thorough knowledge of Oregon State law. 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; communicate effectively both verbally and in writing; 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.

EDUCATION AND EXPERIENCE

Graduate of a law school accredited by the American Bar Association; and be a member in good standing of the Oregon State Bar; and two years progressively responsible experience as a duly licensed attorney, preferably in municipal law; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

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. County officials rely on the Assistant Legal Counsel to help assure compliance with laws in each area of County responsibility and authority.

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.

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.

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.

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

Work is performed in an office environment. 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 REQUIREMENTS

The physical requirements outlined 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 type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" 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 checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" 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"/>