



LANE COUNTY
N4601
Updated 07/14/07
(Previous Job Code:
G012)
Updated 01/09/10

ASSISTANT COUNTY COUNSEL 3

CLASS SUMMARY: To advise and counsel County administration and management on its legal rights and obligations to assure that the County's operations comply with the law; to defend, prosecute and negotiate litigated matters to which the County is a party, to assure effective legal representation; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Assistant County Counsel series. The Assistant County Counsel is a career series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including advising and providing counsel on the most complex and sensitive cases, providing advice on complex and sensitive issues and projects, and providing technical and functional supervision over less experienced professional personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the County Counsel. Exercises functional and technical supervision over assigned staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Advises the Board of County Commissioners on the method, effect and consequences of proposed major policy or procedural changes and makes recommendations for or against such change.
2. Reviews Board of County Commissioners' agenda items and confers with appropriate personnel on questions or problems.
3. Defends County officers or employees in any action for damages based on an alleged wrongful act or omission in performance of official duty.
4. Prosecutes and defends complex and sensitive actions, suits and proceedings to which the County is a party.
5. Advises County Administrator's office and other executive personnel on complex and sensitive legal questions; discusses policy implications and risks of presenting situations.
6. Researches and drafts complex legal opinions and memoranda in response to requests from County administrative and executive personnel.
7. Approves all formal ordinances, orders and actions of the Board of County Commissioners as to the legal sufficiency.

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8.	Researches and drafts County charter amendments, ordinances, orders, contracts, deeds and other formal documents; reviews documents with appropriate personnel.
9.	Attends Board of County Commissioners' meetings to advise the Board on legal questions that may arise.
10.	Serves as County Counsel as necessary.

Knowledge of (position requirements at entry):

Principles and practices of business and legal writing, including format and grammar; judicial procedure and rules of evidence.

- Applicable laws, ordinances and departmental policies and procedures.
- Principles and practices of municipal law.
- Principles and practices of litigation.
- Principles and practices of investigation.
- Principles and practices of negotiation, mediation and conflict resolution.
- Principles and practices of business and legal writing, including format and grammar; judicial procedure and rules of evidence.
- Modern office procedures, methods and computer equipment.

Ability to (position requirements at entry):

- Identify and recommend realistic alternative solutions to problems.
- Conduct or assist in municipal litigation, including judicial, administrative and appellate forums.
- Assist top level decision makers in the development and implementation of major changes in policy or procedures.
- Organize, interpret and apply complex legal principles.
- Analyze and understand applicable factual matters.
- Properly interpret, evaluate and make decisions in accordance with the law.
- Conduct research on complex legal problems.
- Write complex legal papers and reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

A Juris Doctorate from an accredited law school. Five years of responsible municipal legal counsel or litigation experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Member of the Oregon State Bar at the time of appointment.
- Must be in possession of a valid driver's license at time of application if required to drive, and a valid Oregon Driver's license by time of appointment.

Classification History: Change in grade (Job Code G012 to N4601) approved on August 29, 2007 by Lane County Board Order 07-8-29-17. Update in job specifications and reporting structure for Assistant County Counsel 1, 2, and 3 – due to revised compensation plan for these positions and elimination of Assistant County Counsel 4 classification – approved on January 6, 2010 by Lane County Board Order 10-1-6-15. Effective 1/09/10. FLSA Status: Non-Exempt.

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