



SENIOR ASSISTANT COUNTY COUNSEL

CLASS SUMMARY: To advise and counsel County administrators 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. To lead and guide projects with other attorneys and manage operations of County Counsel Division; and to perform related duties as assigned.

CLASS CHARACTERISTICS: The Senior Assistant County Counsel reports to the County Counsel and is an advanced journey level classification with independent legal responsibility for assigned County departments and a major legal specialty, such as tort litigation, land use, bankruptcy, tax matters, code enforcement, labor relations, foreclosures, real property and development, environmental matters, or civil forfeiture. As needed, incumbents oversee projects and project teams with other attorneys and legal assistants and may be assigned as a primary backup for major legal specialty and department. May represent the County Counsel in their absence.

The Senior Assistant County Counsel performs 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.

May supervise assigned staff.

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

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| 1. | Prosecutes, defends and appeals legal actions, suits and other proceedings on behalf of the County; prepares and presents cases at trials or hearings and on appeal; investigates facts; interviews and deposes witnesses; prepares case reports and summaries; evaluates and negotiates out of court settlements; coordinates the claim investigation and response activities of County departments. |
| 2. | Provides legal counsel to the Board of County Commissioners, County officers, assigned County departments and various boards and commissions; attends public meetings and work sessions; advises on legal rights and responsibilities and other legal issues; analyzes, researches, drafts and/or revises ordinances, resolutions, contracts, agreements, and other legal documents. |

LANE COUNTY

Sr. Assistant County Counsel (Continued)

3.	Acts as the primary legal resource for all County departments in one or more legal specialties and serves as backup to other assigned specialties; advises County departments on appropriate action for a variety of legal problems and issues, including loss prevention policies and measures; researches, analyzes, advises and applies liability factors and risk management principles and trains County personnel; interprets Federal, State and local legislation, statutes, rules and regulations; reviews and makes recommendations on proposed policy or procedural changes; assists County departments with public relations and media issues.
4.	May supervise the work of other staff; plans, organizes and leads staff projects and assignments; develops general legal strategies for sensitive cases and issues; develops policies, procedures and work plans; decides work priorities.
5.	Prepares and analyzes proposed state and federal legislation affecting County operations; represents the County's interests at legislative hearings.
6.	Researches, studies and interprets the application of laws, court decisions and other legal authorities and precedents; prepares legal opinions, memoranda and briefs.
7.	Interacts, confers and negotiates with local government officials, city and county counsels, attorneys general, and private attorneys regarding County legal matters, including negotiating contracts and agreements with outside agencies and government.
8.	May negotiate labor agreements; defends County departments in labor disputes; participates in and consults on labor relation issues.
9.	Researches, reviews, prepares and negotiates complex real property transactional documents, including offers, purchase and sale agreements, leases, options, deeds, contracts, easements, escrow agreements, disposition and development agreements.
10.	Researches, reviews, negotiates and ensures compliance with all applicable Federal, State and other governmental regulations, including environmental requirements, land use permits, and operational compliance.
11.	Negotiates, prepares and oversees complex financial transactions, loans, credit facilities, debentures, general and revenue bond financings; ensures compliance with all applicable State and Federal public finance statutes and regulations.
12.	Assists in the development and administration of departmental budgets; approves expenditures; reviews financial statements; manages financial operations.

Knowledge of (position requirements at entry):

- Applicable laws, ordinances and departmental policies and procedures.
- Principles and practices of litigation.
- Principles of labor relations.
- Principles and practices of municipal law.

- 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.
- Principles of environmental regulatory compliance.
- Modern office procedures, methods and computer equipment.
- Principles and techniques of leading legal projects.
- Liability and risk management principles.
- Governmental organization, activities and functions.

Ability to (position requirements at entry):

- Identify and recommend realistic alternative solutions to problems.
- Provide accurate and practical legal advice.
- Conduct 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.
- Participate in labor agreement negotiations; defend County departments in labor disputes; participate in and consult on labor relations issues.
- 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 cooperative working relationships with elected officials, government agencies, court system personnel, private and public attorneys, County employees and the public.
- Supervise and/or lead and guide the work of legal professionals on assigned projects.
- Communicate effectively, both orally and in writing.
- Effectively present legal positions to judges, juries, hearings officers and the public.
- Negotiate complex transactions to completion.
- Work with regulatory agencies and authorities in establishment and compliance with imposed requirement.

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

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

Licensing Requirements (positions in this class may require):

Member of the Oregon State Bar at the time of appointment.
Oregon Driver's License required.

NOTE: This position is non-represented.

Classification History: Established 1/18/12 per BO# 12-1-18-2.
FLSA Status: Exempt