

ASSISTANT COUNTY ATTORNEY 1

Job Code	Pay Grade
03462	SM7

Nature of Work

This is responsible legal work of limited variety and complexity involving delivery of legal services to the Board of County Commissioners, Constitutional Officers, Departments, and other Boards and Commissions. An employee in this class provides review and/or preparation of routine legal documents, preparation of briefs and legal opinions, and drafting of proposed legislation. Responsibilities include representation of various departments or elected officials in litigation and/or administrative proceedings, as well as assisting senior attorneys in resolving more difficult and complex questions or problems.

Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree;
- Admission to the Florida Bar.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience in the public sector, one or more related legal subject matter areas, as well as experience as a law clerk, research assistant, or legal assistant.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts legal research concerning matters of a more routine nature; prepares reports and memoranda; expresses opinions on recommended course of action; and assists senior attorneys in preparation of legal opinions on more complex legal questions.
- Conducts investigations and interviews based upon alleged or potential legal problems of a routine nature; prepares reports or opinions based upon findings.
- Represents various departments in matters not requiring the professional services of a more senior and experienced attorney.
- Drafts resolutions, ordinances, and other proposed legislation of a routine nature.
- Prepares initial pleadings, discovery documents, motions, briefs, leases and contracts, and other legal documents in matters involving litigation of a routine nature.
- Responds to legal questions characterized by well-established facts, applicable legal precedents, and matters of minor or routine importance.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the laws of Florida, common law, local legislation pertaining to Pinellas County, administrative law and regulations, and local government law.
- Knowledge of the methods and techniques relevant to effective legal research, and skill in identifying and analyzing information, and ability to express sound judgments based upon findings.
- Ability to apply computer applications and software.
- Ability to deal tactfully and effectively with county officials, employees, court officials and the general public.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.
- Ability to establish and maintain effective working relationships with court officials, superiors, fellow employees, and others.

For official use only

Created	EEOC Code	Overtime Code
4/16	Professionals	Exempt