

SENIOR ASSISTANT COUNTY ATTORNEY

Job Code	Pay Grade
03470	SM2b

Nature of Work

This is highly responsible legal work of a variety and complexity requiring prior professional experience for the delivery of legal services to the Board of County Commissioners, Constitutional Officers, Departments and other Boards and Commissions. An employee in this class, independently, or in conjunction with an Assistant County Attorney 1 or 2 as assigned, prepares, reviews, and analyzes legal documents, briefs, legal opinions, and drafts of proposed legislation. Responsibilities include the representation of various departments and elected officials in litigation and/or administrative proceedings, as well as responding to a variety of legal questions, complicated by the absence of legal precedents clearly and directly applicable or by different possible constructions that might be placed on either the facts or the law. Disposition involves specialization in certain legal fields, and assignments include matters of substantial importance. An employee who has served 8 years as either an Assistant County Attorney 1, Assistant County Attorney 2, or a combination of both, may be promoted to this classification at the discretion of the County Attorney.

Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree:
- Admission to the Florida Bar plus 8 years related professional experience as an attorney.

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.
- Significant experience in the public sector, with an emphasis on local government issues.
- Significant experience as a practicing attorney with emphasis in areas of complex litigation and/or complex matters related to local governmental law.
- Board certification in a relevant area of law, including but not limited to City, County and Local Government Law.
- 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 regarding complex problems or projects; prepares reports and memoranda; drafts opinions containing proposed or recommended courses of action or solutions.
- Conducts independent investigation of facts, including interviews, based upon alleged or potential legal problems which are not normally of a routine nature; prepares reports or opinions defining the legal and factual issues and presenting conclusions and recommendations.
- Represents departments, officials, boards and commissions in matters that require the professional services of an experienced attorney, particularly in regard to a distinct area of specialization that meets the legal needs of the County.
- Prepares resolutions, ordinances, and other proposed legislation of a unique or complex nature.
- Prepares leases and contracts of a unique or complex nature.
- Prepares pleadings, discovery documents, motions, briefs, and other legal documents in matters involving litigation of a complex and difficult nature and of substantial importance; obtains and evaluates expert testimony; participates in settlement negotiations.
- Prepares legal opinions in response to legal questions characterized by the absence of clear and directly applicable legal precedents, different possible interpretations that can be placed in the facts, the laws or precedents involved, and the substantial importance of the matters at issue, requiring original and creative legal endeavors.
- Works with Assistant County Attorneys to assist in their development of required knowledge, skills and abilities.
- Performs related work as assigned or required.

SENIOR ASSISTANT COUNTY ATTORNEY (continued)

Job Code	Pay Grade
03470	SM2b

Knowledge, Skills, and Abilities

- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of the laws of Florida, the common law, local legislation pertaining to the county, administrative law and regulations, and local governmental law.
- Knowledge of relevant Florida, Federal, local and administrative laws and their respective application to local government operations.
- Skill in computerized legal research, as well as general office-related hardware and software systems.
- Ability to deal tactfully and effectively with county officials, employees, court officials and the general public.

For official use only

Revised	EEOC Code	Overtime Code
04/16	Professionals	Exempt