

MANAGING ASSISTANT COUNTY ATTORNEY

Job Code	Pay Grade
03478	SM1

Nature of Work

This is highly responsible managerial legal work of a varied and complex nature directing a major division within the County Attorney's Office. Work involves direct supervision and coordination responsibility over subordinate attorneys and support staff, including legal secretaries and paralegals, involved in one of three divisions. An employee in this class 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 some specialization in certain legal fields, and assignments include matters of substantial importance.

Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree
- Admission to the Florida Bar plus 8 years 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.
- One year supervising or managing other attorneys
- 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.)

- Manages, directs and coordinates a major division within the County Attorney's Office.
- Acts as the expert for the assigned area of responsibility, providing technical advice and assistance to subordinate attorneys and customers.
- 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 which 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.
- Performs related work as assigned or required.

MANAGING ASSISTANT COUNTY ATTORNEY (continued)

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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.
- 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 plan and direct the work of professional attorneys and support personnel in a manner conducive to full performance and high morale.

For official use only

Revised	EEOC Code	Overtime Code
4/16	Officials & Managers	Exempt