

# COUNTY ATTORNEY

Job Code	Pay Grade
03499	E1

## Nature of Work

The County Attorney provides comprehensive expert legal services, characterized by advanced complexity and broad variety of litigation, legal interpretation, and knowledge and practice of administrative law that encompasses all of the elected officials of county government and for all of the departments under the Board of County Commissioners. The County Attorney is also responsible for administration of the Legal Department and supervision of Assistant County Attorneys and clerical personnel. The County Attorney or assistants attend all meetings of the Board of County Commissioners.

## Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree and admission to the Florida Bar plus 10 years professional experience as an attorney with advanced and extensive experience as a practicing attorney with a minimum 5 years of directly related legal experience administering to public sector and governmental law to include expertise in local governmental law combined with 2 years supervising or managing other attorneys; or
- An equivalent combination of education, training, and/or experience.

## 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.
- Employee to be capable to practice law in the State of Florida.
- Experience in the public sector with an emphasis on local government affairs.
- Experience as a practicing attorney with emphasis in areas of litigation and/or governmental law.
- Florida Bar Board Certification is highly desirable.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- On request, provides legal opinions on all matters relating to administration of county government in all of its aspects.
- Represents the county and its elected officials in litigation, including appeals.
- Prepares proposed legislation and makes recommendations with regard to repeal, amendment or revision of existing laws, directs and supervises the work of Assistant County Attorneys, prepares or examines a variety of legal documents such as contracts, leases and deeds.
- Directs and reviews the work of Assistant County Attorneys and clerical personnel.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the laws of Florida, the common law, all local legislation pertaining to the county, and administrative law including regulations and their enforcement.
- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of modern principles of organization and management.
- Ability to apply computer applications and software.
- Ability to deal tactfully and effectively with county administrative officials, local governmental officials, employees, court officials, and with the general public.
- Ability to draft legal instruments, proposed legislation, and legal opinions.
- Ability to plan, assign, and review the work of Assistant County Attorneys, and clerical employees.

For official use only

Revised	EEOC Code	Overtime Code
10/09	Officials & Managers	Exempt