



County Attorney (1035)

FLSA Status: Exempt

Pay Grade: 32

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide in-house legal representation and counsel to the Board of Commissioners, County Manager, and other County officials and departments.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Provides general legal counsel and representation to County departments, officials, and employees regarding multiple issues affecting County business and operations: and provides additional administrative support as necessary or beneficial.

Attends meetings of Board of Commissioners, Planning & Zoning Commission, and other standing committees: provides legal advice and presentations on various issues; prepares opinion letters and legal memoranda regarding various issues; drafts and reviews contracts, intergovernmental agreements, resolutions, leases, and other legal documents; drafts and reviews policies and procedures; and provides advice and counsel on same.

Conducts real estate work (other than road projects), including title searches, sales contracts, deed preparation, easements, settlement statements: conducts legal research including federal and state constitutional, statutory, regulatory, and case law; reviews and responds to Open Records Act requests; reviews new laws for impact on County business and operations; and reviews and revises minutes for meetings of Board of Commissioners and Planning & Zoning Commission.

Communicates with and assists outside defense counsel in litigation against the County and its officials and employees: assists in responding to discovery requests, gathering and reviewing documents, etc.; reviews and advises regarding briefs, motions, and other pleadings; and confers with outside counsel, et al. regarding litigation defenses and strategy.

Acquires and certifies necessary right-of-way for road construction projects: reviews plats for road construction projects; requests revisions to plats as necessary; searches title on parcels to be acquired for road construction projects; prepares deeds and releases for road construction projects; and obtains execution of same and records in real estate records.

Prepares drafts of and/or reviews ordinances for adoption by the Board of Commissioners: conducts legal research regarding particular ordinances to be drafted or adopted; reviews ordinances from other jurisdictions regarding subject matter of particular ordinances to be drafted or adopted; and prepares and/or reviews drafts of ordinances to be drafted or adopted.

Represents County regarding ordinance violations and other court-related matters as needed: researches County ordinance violations; reviews evidence and interviews witnesses; prepares motions, briefs, and other pleadings; represents County at hearings regarding ordinance violations; and represents County in bond validation proceedings.

Performs other related duties as required.

Minimum Qualifications

Juris Doctorate Degree required; supplemented by ten years of progressively responsible experience as a practicing attorney, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must be registered as a member of the Georgia State Bar Association. Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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