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| **POSITION DESCRIPTION****Deputy County Attorney - Civil****FLSA Status: Exempt****County Classification: Professional****~~Salary Grade/Band:~~**  | **9 June 2015****Reports to: Duchesne County Attorney** **Revised: \_\_\_\_\_\_****Human Resources Initials:\_\_\_\_\_\_** |
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| **POSITION PROFILE**Under the overall direction and supervision of the County Attorney, direct, supervise and administer the Civil Division of the County Attorney’s Office in fulfilling the statutory obligations of the County Attorney to provide legal advice and representation to all Duchesne County elected officers, appointed department heads, managers and employees in the fulfillment of their statutory and County duties, to other political subdivisions of the state located within the County, and to private entities and individuals as required. Performs administrative and professional duties as needed to advise, counsel and monitor all civil legal affairs of the County related to County governance. |
| **GOALS*** To provide civil and litigation advice for the County Commissioners, officials and departments
* To ensure work performance, effective time management practices, and attention to detail.
* To ensure due process and timely response to requests and equality in cases.
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| **ESSENTIAL FUNCTIONS*** Supervises, assigns and trains support staff within the Civil Division to fulfill the duties and responsibilities of the Civil Division.
* Attends, or assures the attendance of an appropriate representative of the County Attorney's Office at all meetings of the Duchesne County Board of Commissioners and provides and supervises legal advice and counsel regarding the matters considered and the conduct of the meeting.
* Attends elected official and department head meetings as requested and required to advise, counsel and consult with various departments and agencies of the County.
* Attends and participates in public meetings as requested and required to serve as a resource and legal voice of the County.
* Apprises County Officers regarding various legal issues related to statutes, ordinances, policies and practices.
* Drafts resolutions and ordinances for consideration by the County Commission.
* Participates in major policy decisions by County elected officers, department heads, and employees by providing direct legal advice to County elected officers, department heads and employees.
* Assists in the development of administrative procedures for County departments and agencies.
* Assists department heads in budget preparation and submits other recommendations when solicited.
* Investigates and provides opinion as to the validity of claims against the County.
* Negotiates with others on legal issues pertaining to County government.
* Provides legal advice to Duchesne County Sheriff Office as requested, required and directed.
* Provides legal advice to law enforcement agencies within the County as requested.
* Performs research and analysis of law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes to prepare opinions of various legal problems of the County related to civil issues, i.e., planning and zoning, ordinances, resolutions, records and deeds, tax valuation, public roads, public lands, water rights, rights-of-way and easements, land acquisitions, building department ordinances and permits, County land use, development, management and jurisdiction, assessments and taxation; emergency management, risk management, and employee relations, etc.
* Prepares and litigates cases arising out of County civil activities.
* Represents County in administrative, non-judicial and quasi-judicial hearings related to civil matters.
* Provides legal representation in court for and on behalf of the County in all civil and regulatory matters and oversees and coordinates with outside counsel engaged to represent the County’s interests.;
* Prepares legal documents such as pleadings, motions, briefs, appeals, contracts, leases, deeds.
* Represents County elected officers, department heads and employees before federal and state court and federal, state and local administrative agencies.
* Represents Duchesne County officers, department heads and employees to the public through personal presentations, press releases and or other appropriate media.
* Perform other job related duties as assigned by the County Attorney, including but not limited to prosecution of felonies and misdemeanors in district court, juvenile court and justice court.
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| **EDUCATION AND EXPERIENCE*** Graduation from an ABA accredited law school with a Juris Doctorate Degree or its equivalent;
* Admission to the Utah State Bar, and member in good standing; and
* Six (6) years of experience as a practicing attorney including trial experience.

**OTHER REQUIREMENTS*** Must have a current and valid Utah Driver License; and
* Must be able to successfully pass a criminal background investigation and drug test.
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| **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:*** Considerable knowledge of advocacy techniques, principles of law and their application, civil and criminal trial procedures and the rules of evidence.
* Considerable knowledge and application of the Utah Code and local ordinances and how they apply to County government operations.
* Considerable knowledge and application of case law related to a variety of County government subjects and criminal prosecution; principles, practices and methods used in legal research.
* Ability to conduct the prosecution or defense of civil and criminal cases assigned.
* Ability to present statements of fact, law and argument intelligently and logically.
* Ability to gather and evaluate information obtained through research, investigations and interrogations.
* Apply legal principles and knowledge to individual cases and problems.
* Ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems.
* Ability to establish and maintain effective working relationships with employees, other agencies and the public.
* Ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.
* Demonstrates a thorough knowledge of federal, state and County law, administrative rules, rules of evidence, criminal and civil rules of procedure, rules of ethics for attorneys, and the policies and procedures for each elected officer of Duchesne County.
* Establishes and maintains effective working relationships with all county officers, department heads and employees, representatives of other federal, state, and local agencies, crime victims, and the public.
* Effectively exercises decision-making authority with appropriate discretion when supervising professional employees, or advising or representing the County or County officers.
* Ensures that all civil statutory duties of the County Attorney are effectively and appropriately accomplished in a timely fashion.
* Makes effective and persuasive oral and written presentations on controversial or complex topics to clients, other agencies, and the public.
* Drafts complex legal documents in an organized and professional manner.
* Timely completes performance reviews and reports of support staff under supervision, documents employee performance, effectively communicate performance issues with supervised staff, and provides clear direction to supervised staff.
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| **PERFORMANCE MEASUREMENTS*** Responsible to meet all expectations of the essential functions and perform the required skills and abilities.
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| **PHYSICAL REQUIREMENTS*** Work is primarily sedentary in nature, performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist.
* Extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing.
* Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* Periodic travel required in normal course of job performance.
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| **LANGUAGE SKILLS*** Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information.
* Must be able to respond to inquiries from outside counsel and support staff, public, agencies, companies, and

 other departments to fulfill requests for information.  |
| **REASONING ABILITY*** Must have the ability to synthesize complex or diverse information and collect and research data.
* Must analyze difficult and complex legal, managerial, and administrative issues and to formulate and communicate effective solutions to problems.
* Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.
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| **HAZARDS*** Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
* Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
* The noise level is usually moderate.
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**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.