

ASSISTANT COUNTY ATTORNEY

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Legal**REPORTS TO:** County Attorney**CLASS SUMMARY**

Represents the County in legal matters and advises departments on their legal rights and obligations.

DISTINGUISHING CHARACTERISTICS

The Assistant County Attorney is the first level of a three level County Attorney series in the Legal Department. The Assistant Attorney is distinguished from the Deputy County Attorney who is responsible for serving in the absence of the County Attorney.

TYPICAL CLASS ESSENTIAL DUTIES

- Represents the County before state administrative tribunals and state and federal trials and appellate courts to include writing briefs; preparing oral arguments; preparing pleadings; gathering evidence; interviewing witnesses; interpreting court orders; presenting cases in court; and defending cases on appeal.
- Advises County department heads and staff on legal issues and responsibilities.
- Addresses legal inquiries from the public and various County officials.
- Drafts and files lawsuits, memorandum, letters, legislation, and various legal documents.
- Assists outside counsel with litigation.
- Represents and advises County boards in quasi-judicial hearings and meetings.
- Obtains administrative search warrants.
- Reviews contracts and various legal agreements.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Not Applicable.

KNOWLEDGE AND SKILLS

Knowledge of:

- General legal knowledge regarding state and County statutes and cases;
- Trial practices and procedures;
- State and federal civil and abatement procedures;
- State and federal court rules;
- Administrative law and procedures;
- State and federal appellate court rules;
- Basic math;
- Legal writing and grammar;
- Legal terminology.

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Skill in:

- Using computers and applicable software;
- Researching information;
- Analyzing data and drawing conclusions;
- Writing legal documents;
- Preparing correspondence;
- Reading and understanding legal reports;
- Negotiating settlements;
- Being persuasive;
- Reacting quickly;
- Counseling and advising parties;
- Giving presentations;
- Interpreting and applying laws and regulations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Juris Doctorate from a law school accredited by the American Association of Law Schools and two years of litigation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- North Carolina State Bar License;
- Valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99 R7/02; R11/08