

DEPUTY 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**

Provides County officials and departments with legal representation and advice regarding federal, state, and local laws.

DISTINGUISHING CHARACTERISTICS

The Deputy County Attorney is the second level of a three level County Attorney series. The Deputy County Attorney is distinguished from the Assistant County Attorney by its responsibility for serving in the absence of the County Attorney. It is distinguished from the County Attorney who is appointed by the Board of County Commissioners.

TYPICAL CLASS ESSENTIAL DUTIES

- Provides legal representation and advice to County officials and staff to include making legal rulings regarding public records, coordinating the County's defense when the County is sued, and acting on behalf of the County Attorney in his or her absence.
- Drafts various legal documents.
- Responds to requests for information from the public, County officials, and lawyers.
- Serves as counsel to various County boards.
- Counsels and participates in various County committees and task forces.
- Represents the County in legal forums and before trial and appellate courts as requested by the County Attorney.
- 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;
- State and federal civil and abatement procedures;
- Administrative law and procedures;
- State and federal appellate court rules;
- Basic math;
- Legal writing and grammar;
- Trial practice and procedures;
- Legal terminology;
- Supervisory principles.

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Skill in:

- Using computers and applicable software;
- Reading, writing, and interpreting legal reports;
- Reacting quickly;
- Giving presentations;
- Researching information;
- Interpreting and applying laws and regulations;
- Analyzing data and drawing conclusions;
- Counseling and advising parties;
- Being persuasive;
- Negotiating settlements;
- Supervising and evaluating staff;
- 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 three years of practicing law in a local government; 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 NC Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires 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