
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	County Counsel	CLASSIFICATION:	087
SUPERVISOR:	County Counsel	SALARY RANGE:	E07
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Perform a variety of legal services for County departments relative to civil matters. Represent the County in litigation and administrative proceedings. Primary responsibility is with planning issues involving the Land Development Services Department, including planning, solid waste, surface mining, building and animal control, and with road and parks issues involving the Road, and Forests, Parks and Recreation Departments. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist County Counsel in providing legal assistance to the Board of Commissioners and other elected officials and department heads, in particular to the Land Development Services, Road, and Forests, Parks and Recreation Departments.

Assist in representing the County in negotiation with outside governments and agencies; assist in the preparation of County position. Perform background research on outside agency positions. Assist in negotiations or in advocating the County's position.

Research, draft and advise on administrative policy for County departments, particularly for the Land Development Services, Road, and Forests, Parks and Recreation Departments.

Prepare and analyze proposed state and federal legislation affecting County land use operations. Represent the County's interests at legislative hearings involving land use issues and Measure 37 claims.

Research and prepare ordinances, resolutions, contracts, agreements, leases, deeds and other legal documents. Investigate and analyze legal issues. Research, study and interpret the application of laws, court decisions and other legal authorities and precedents. Prepare legal opinions, memoranda and briefs.

Pursue specific County projects as requested regarding various areas concerning the Land Development Services, Road, and Forests, Parks and Recreation Departments.

Represent the County and/or County Counsel's Office at various meetings, usually concerning land development issues.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not normally a responsibility for this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the County Counsel.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Graduation from an accredited school of law. Four years of increasingly responsible legal experience which must include at least two years experience in land use law. This should include experience in reviewing staff reports related to land use planning; attending and/or staffing Planning Commission meetings, writing land use orders and defending before the Land Use Board of Appeals. Any satisfactory combination of experience and training that demonstrates the knowledge and abilities to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Membership in good standing in the Oregon State Bar.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of municipal law; principles and techniques of legal writing, judicial procedure and rules of evidence; civil trial and appellate procedures in state and federal courts and administrative tribunals. Considerable knowledge of legal terminology; federal, state and local statutes, regulations, rules and ordinances applicable to County activities and functions, including municipal liability, public meetings, torts, land use, public records and public financing. Knowledge of County government organization; County ordinances, rules and policies; and department policies and procedures.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to provide accurate and practical legal advice; represent the County in legal and administrative proceedings at all levels and stages; evaluate claims and negotiate settlement of claims where appropriate. Ability to develop and/or revise procedures for County programs as required by changes in the law or as requested by department heads and elected officials. Ability to draft legislation and negotiate and draft contracts. Ability to interpret applicable federal, state and local laws, rules, regulations and policies. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective and harmonious working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Position requires travel to attend meetings and hearings requiring the operation of a motor vehicle and requires attendance at evening and weekend meetings.