

# Seminole County

## Classification Description

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Classification Title: Assistant County Attorney

Class Code: 3011

EEO Code: B

FLSA: Exempt

Revision Date: August 1, 2006

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### General Statement of Job

Performs professional work in providing legal services necessary to affect the rights, privileges, and obligations of the County. An employee in this class researches legal questions, prepares resolutions, issues briefs and legal documents and renders legal opinions. Work is performed under the direction of the County Attorney and is reviewed through conferences, inspection of documents, and evaluation of results obtained.

### Essential Functions

***Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.***

Performs legal research and prepares opinions on various legal problems for County departments, boards and agencies. Prepares and drafts or reviews, revises and approves contracts, deeds, leases, and other legal documents and instruments for various County departments; reviews such documents and renders opinions as to their legal acceptability.

Drafts ordinances, resolutions, opinions, reviews, letters and other types of documents related to legal advisement and litigation. Reviews and monitors litigation and settlement efforts assigned to outside counsel in areas of PI/insurance, Worker's Compensation and construction cases.

Investigates claims and complaints by or against the County government; recommends action to be taken; prepares and tries cases for damage and other suits and hearings; represents the County in such hearings.

Negotiates terms and conditions of contracts and agreements including activities in acquisition and eminent domain.

Prepares proposed legislation and makes recommendations to repeal, amend or revise existing laws.

Represents the County in litigations. Advises departmental officials and employees on legal questions.



Participates in the preparation of State and Federal cases for trial, takes depositions, prepares briefs and pleadings, and supervises necessary investigations.

**Additional Duties:**

Attends County Commission and board meetings as assigned. Represents the County at various internal board hearings and appeals.

Assigns work as needed in absence of full CSB assistant county attorney staff.

Teaches law-related classes for Seminole County Learning Center.

Performs other duties as assigned.

**Minimum Qualifications**

Graduation from an accredited law school with some experience in professional legal work; or an equivalent combination of training and experience. Membership in the Florida Bar required.

**Special Requirements**

Knowledge of Municipal, County, State, Federal, common law, and constitutional law affecting the County government. Knowledge of judicial procedures and rules of evidence. Some knowledge of County ordinances and charter provisions relating to the authority and functions of County departments. Some knowledge of established precedents and sources of legal reference applicable to municipal activities.

Ability to prepare civil law cases. Ability to analyze and prepare a variety of legal documents. Ability to conduct research on legal problems and to prepare legal opinions.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with associates.

**Technical Requirements**

Must possess and maintain a valid Florida Driver's License.

**Working Conditions**

Physical requirements may vary by job site.

