



JOB DESCRIPTION

<i>Title</i>	County Counsel			
<i>Department</i>	Board of County Commissioners		<i>Job Class</i>	Contract
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented		<i>FLSA</i>	Exempt
<i>Created</i>	Nov. 2019	<i>Reviewed</i>	Feb. 2022	<i>Revised</i> July 2022

Purpose

Provide legal advice, counsel, and representation to the Board of County Commissioners, other elected county officials, County Manager, department heads, as well as other county staff. Primary area of emphasis is municipal law, including contracts, leases, foreclosures, land use, elections, public meetings and records, functions of county officers, public employment law, tort liability, and real property taxes.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Responsible for drafting legal documents and providing legal counsel to county Board of Commissioners, county officers, departments, and various boards and commissions concerning county business as well as locating, interpreting, researching, and advising on state, federal, special district, and county law (including constitutional, statutory, and administrative) as it applies to the powers and duties of county officials.
- Supports Board of Commissioner proceedings by providing technical assistance regarding public meetings, parliamentary procedures, and executive sessions.
- Interprets federal, state, and local legislation, statutes, rules, and regulations. Reviews and makes recommendations on proposed policy or procedural changes. Advises on questions of county's legal liability.
- Researches, studies and interprets the application of laws, court decisions and other legal authorities, and precedents to ensure ordinances, resolutions, contracts, agreements, leases, deeds and other legal documents, opinions, and briefs are accurate, and in compliance with current civil, state and federal law. Keeps abreast of decisions on legislation affecting the county.
- Reviews all claims against the county and takes appropriate action including coordination with the county's risk manager, insurer, and attorneys hired by insurer to represent county
- Prepares and administers contracts with outside legal counsel for special or augmentative legal services, such as litigation, land use, employment, etc.



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- Prepares, reviews, and analyzes proposed and current contracts, leases, deeds, easements, ordinances, and policies.
- Interprets proposed and current legislation and administrative rules.
- Communicates with attorneys representing other parties dealing with the county.
- Attends all required meetings. Advises both the county commission and the planning commission as well as Board of Property Tax Appeals (BOPTA) and the Fair Board.
- Prepares interpretations and legal opinions, assists with complex legal problems in a variety of ways as requested by the commission or department directors.
- Regularly meets with county manager and assistant county manager on key administrative issues.
- Represents the county in civil cases in administrative hearings and state and federal courts by preparing pleadings, appearing in hearings and trials, and providing oral and written arguments on behalf of the county.

Mandatory Qualifications

Education and Experience:

Doctor of Jurisprudence degree from a law school accredited by the American Bar Association. Licensed to practice law in Oregon. Minimum five years' experience in contracts and leases, public meetings law, defense of claims, risk management and claims adjustment, investigation, employment issues, labor negotiation, labor contract bargaining and interpretations, research and preparation of ordinances, advising on confidential issues in Health and Human Services, civil process support, land use planning, and other legal issues and services common to county government. Five years' progressively responsible experience as a duly licensed attorney, preferably in municipal law, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties.

Knowledge, Skills and Abilities:

Thorough knowledge of Oregon state law. Considerable knowledge of state and federal laws applicable to municipal law, including contracts, leases, foreclosures, land use, elections, fiscal law, police power, public meetings and records, functions of county officers, public employment law (including collective bargaining laws), tort liability, general real property, and taxes. Demonstrated ability to establish and maintain effective working relationships with county officials, department heads, other employees, and the public. Ability to review and interpret county ordinances, policies and regulations, make decisions independently in accordance with established laws, policies and procedures, exercise initiative and judgment in completing tasks and responsibilities.



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Desired Qualifications

Prior experience working with a county or municipality. Experience with rural land use, wetlands mitigation, state wildlife and forestry agencies, and the timber industry. Prior experience drafting or reviewing contracts for road construction and repair, as well as overseeing the bidding and contracting for major construction projects. Possess a very high level of skill in analytical reasoning in order to fulfill the responsibilities of legal analysis. This requires the ability to comprehend very complicated legal and logical concepts and analyze them accurately and efficiently. Knowledge of and experience with Robert's Rules of Order. Admission to practice in federal courts.

Physical Demands

Ability to sit, use rapid finger, hand, and arm movement, and work at a computer screen for extended periods of time. Ability to speak and listen effectively.

Physical demands on position are minimal involving moving materials, files, books, etc. weighing up to 15 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Work is performed in a typical office environment. Hybrid work arrangement is possible.

Supervision Received and Exercised

Works under the direct supervision of the Clatsop County Board of Commissioners. Supervision is provided to subordinate employees as assigned.