

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment*

<b>Date:</b>	1/23/2017	<b>Department:</b>	County Attorney
<b>Title/(Status)/Job Code:</b>	Assistant County Attorney (1049)	<b>Reports To:</b>	County Attorney
<b>Pay Grade/Salary Range:</b>	PG -120 \$71,038.49 - \$110,109.67	<b>Closing Date:</b>	Until Filled

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 Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.  
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**GENERAL DESCRIPTION:**

At the direction of the County Attorney, highly responsible legal position requiring the providing of legal advice, counsel, and representation to the Board of County Commissioners, to assigned County Departments and Divisions, and to Highlands County Constitutional Officers as required. This is a full time position, and no outside practice is permitted.

**ESSENTIAL JOB FUNCTIONS:**

Responsible for day-to-day representation of assigned County Departments and Divisions over which the Board of County Commissioners (Board) has authority in all legal matters.

- Reviews all agenda requests and items submitted by assigned Departments and Divisions prior to consideration by the Board.
- Prosecutes and/or defends litigation involving Highlands County arising out of assigned Departments and Divisions and as otherwise assigned by the County Attorney. Oversees the progress of all such litigation to its completion.
- Reviews, for purposes of determining legal sufficiency, all contracts and agreements relating to assigned Departments and Divisions prior to approval and execution by the Board.
- Serves as member of competitive selection committees as assigned.
- Attends and participates in meetings with Department and/or Division Directors, staff, outside counsel and citizens, as required, in matters relating to assigned Departments and Divisions.
- Attends meetings of, and provides legal counsel to, assigned lay boards, commissions, and committees.

- Drafts proposed Ordinances, Resolutions, agreements, contracts, leases, agenda requests, and other legal documents, and amendments thereto, as required by assigned Departments and Divisions and as assigned by the County Attorney
- Attends and participates in public hearings, as required, to facilitate the orderly adoption of ordinances, resolutions, special assessments and the like.
- Makes presentations to the Board as required.
- Researches legal issues and prepares memoranda of law for legal issues pertaining to assigned Departments and Divisions and as assigned by the County Attorney.
- Attends Staff Agenda Reviews, Board Agenda Reviews, New Employee Orientations, and other events as assigned by the County Attorney.
- Handles miscellaneous litigation, administrative hearings, quasi-judicial hearings, and related matters as assigned by the County Attorney.
- Performs such other duties as may be required by the County Attorney.

This is a **Disaster Essential** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and experience as to a broad range of issues pertaining to the practice of law including transactional work, general civil litigation, administrative hearings, and appeals.
- Knowledge of and experience in Florida local government law required.
- Ability to maintain satisfactory work relationships with department and division heads, County employees, and the public.
- Ability to communicate effectively with the public, business, and civic groups.
- Highly developed legal writing skills. Ability to present ideas and programs both orally and in writing.

#### **ESSENTIAL PHYSICAL SKILLS:**

- Employee will frequently be required to sit, stand, walk (including over uneven or soft surfaces), reach with hands and arms, stoop, kneel, or crouch
- Regularly use hands and fingers to handle or feel with dexterity; speak and hear
- Continuously use near and far vision including color vision
- Lift up to 30 pounds occasionally.
- Ability to sit at work station for continuous periods of up to four hours, and operate a motor vehicle continuously for up to four hours.

### **ENVIRONMENTAL CONDITIONS:**

Both indoor and outdoor work, depending on duty requirements. Occasional work in adverse weather conditions.

### **MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited four (4) year college or university and graduation from an accredited law school with a Juris Doctor or equivalent degree. Membership in good standing with The Florida Bar. Must have at least seven (7) years of experience in the practice of law in increasingly responsible positions.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver's License.