

**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>	3/9/2018	<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>	30 days, or 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, a highly responsible legal position requiring the provision 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 of law 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.

As assigned by the County Attorney; the Assistant County Attorney is required to perform the following tasks:

- Review agenda requests and items submitted by assigned Departments and Divisions prior to consideration by the Board.
- Prosecute and/or defend litigation involving Highlands County arising out of assigned Departments and Divisions and as otherwise assigned by the County Attorney. Oversee the progress of all such litigation to its completion.
- Review, for purposes of determining legal sufficiency, contracts and agreements relating to assigned Departments and Divisions prior to approval and execution by the Board.
- Serve as a member of competitive selection committees.
- Attend and participate in meetings with Department and/or Division Directors, staff, outside counsel and citizens, in matters relating to assigned Departments and Divisions.
- Attend meetings of, and provide legal counsel to, assigned lay boards, commissions, and committees.

- Draft proposed ordinances, resolutions, agreements, contracts, leases, agenda requests, and other legal documents, and amendments thereto, as requested by assigned Departments and Divisions and as assigned by the County Attorney
- Attend and participate in public hearings, as required, to facilitate the orderly adoption of ordinances, resolutions, special assessments and the like.
- Make presentations to the Board.
- Research legal issues and prepare memoranda of law for legal issues pertaining to assigned Departments and Divisions.
- Attend Staff Agenda Review, Board Agenda Reviews, New Employee Orientations, and other events.
- Handle miscellaneous litigation, administrative hearings, quasi-judicial hearings, and related matters.
- Maintain a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follow consistently the Board's policies and procedures.
- Perform 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.)

#### **ESSENTIAL 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 through the use of precedents and sources of legal reference applicable to divisions and departments and activities under the jurisdiction of a county board of county commissioners.
- 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.
- Ability to present ideas and programs both orally and in writing.
- Highly developed legal writing skills.

#### **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 four (4) 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.

**Individuals with additional experience, that is not specifically stated in the description above, such as significant experience handling personnel and labor management matters, civil litigation, contract administration, code enforcement, or other areas of law within the sphere of local government, should provide detailed information of that experience**