

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

Date:	4/12/2019	Department:	County Attorney (2103)
Title/(Status)/Job Code:	Assistant County Attorney (1049)	Reports To:	County Attorney
Pay Grade/Salary Range:	PG -120 \$71,038.49 - \$110,109.67	Closing Date:	Until Filled

 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.

MAJOR FUNCTION:

Professional legal work as a member of the County's legal staff representing departments, advising administrative and elected officials and representing the County in various types of civil litigation.

ILLUSTRATIVE TASKS:

Representative duties include preparation of written legal opinions, ordinances, resolutions, contracts, leases and memoranda as assigned by the County Attorney; drafting and presenting legislative bills to local delegations; negotiating terms and conditions of contracts and agreements; reviewing various matters for compliance with applicable laws and ordinances.

Serves as Attorney representing the County in such diverse areas as utilities, finances, personnel, labor, public services, land use, zoning and administration; advises officials and staff on legal questions and prepares legal opinions; gathers facts, checks investigation reports, reviews files and answers correspondence. Assists with or prepares assigned State and Federal cases for trial including all aspects thereof; tries cases and appeals unsatisfactory adverse judgements to higher courts; attends County Commission Meeting and Committee Meetings as assigned; explains and interprets ordinances and status of various cases; provides advice concerning legal questions within the various operating departments.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of judicial procedures at the all judicial levels. Knowledge of State statutory and State and Federal Constitutional law and their application to County operations and ordinances. Ability to learn the organization, functions and authority of the various County departments and constitutional officers. Ability to review and supervise work of subordinate employees and to coordinate with and instruct other departments concerning legal opinions and policy. Ability to represent the interest of the County in court. Ability to analyze cases in court. Ability to deal tactfully and effectively with County officials, employees, court officials, attorneys, and general public. Effective oral and written communication skills essential.

MANDATORY EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a Bachelor's Degree. Graduation from an accredited law school with a Juris Doctor Degree. Outstanding academic credentials and employment experience. Admission to the Florida bar. A minimum of five (5) years of prior professional experience as an attorney providing legal counsel and representing interests of clients.

Legal training, education or experience in the public sector, particularly at the local government level, is desirable. Experience as a practicing attorney in excess of five (5) years is also desirable.

MINIMUM QUALIFICATIONS:

Possession of Juris Doctorate Degree and a Florida Bar membership in good standing.

Five (5) years of prior professional experience as an attorney providing legal counsel and representing interests of clients.

Effective oral and written communication skills and demonstrated ability to establish and maintain positive working relationships.

Significant experience handling labor and employment matters, procurement, and civil litigation.

Legal training, education or experience in the public sector, particularly at the local government level, is desirable.