



## CALHOUN COUNTY, ALABAMA JOB DESCRIPTION

### **Calhoun County Attorney**

**Department:** County Commission

**Reports to:** County Commission Chairman and County Commission.

**Subordinate Staff:** Administrative Legal Assistant

**Other Internal Contacts:** Employees and Members of the County Commission.

**External Contacts:** General Public; Other Elected Officials; County Administrator; EMA Director; County Engineer; County Department Heads; Members of the Department of Public Examiners; Financial Institutions.

**Class:** Non-Civil Service; FLSA – Exempt

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### **JOB SUMMARY**

The County Attorney provides comprehensive expert legal services, characterized by advanced complexity and broad variety of litigation, legal interpretation, and knowledge and practice of administrative law that encompasses all of the elected officials of county government and for all of the departments under the Board of County Commissioners. The County Attorney is also responsible for administration of the Legal Department and supervision of the Legal Assistant personnel. The County Attorney or designated assistant attend all meetings of the Board of County Commissioners.

### **ESSENTIAL FUCTIONS**

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodations.

- Represents the County's interest in issues involving State and Federal governmental agencies and/or legislative bodies;
- Attends all County Commission meetings;
- Keeps the County Commission and designated others fully and accurately informed concerning work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, and training sessions. Reviews publications and audio-visual materials to become and remain current on the principles and practices;
- Responds to citizens' open request in a courteous and timely manner;

## Exhibit A

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness, efficiency of interdepartmental operations, and activities;
- On request, provides legal opinions on all matters relating to administration of county government in all of its aspects;
- Represents the county and its elected officials in litigation, including appeals;
- Prepares proposed legislation and makes recommendations with regard to repeal, amendment or revision of existing laws, directs and supervises the work of Legal Assistant personnel, prepares or examines a variety of legal documents such as contracts, leases and deeds;
- Directs and reviews the work of outside Attorneys and clerical personnel;
- Performs other directly related duties consistent with the role and function of the classification.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the principles and practices involved in legal County/ municipal and government procedures;
- Understanding of organizational structure, function, and legislative processes involved in local government;
- Comprehensive knowledge of the function and purpose of all County Commission divisions, sections and offices;
- Ability to interpret, communicate and implement the policies of the County Commission;
- Ability to perform short- and long-term legal planning functions for the direction of all functions within the County and/or municipal government;
- Ability to make presentations in public involving County and/or municipal operations;
- Ability to organize, coordinate, consolidate, combine and/or dissolve County functions as necessary;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

The individual should have a strong working knowledge of the laws that impacts the county on a daily basis such as;

- The open meetings law;
- The open records law;
- The competitive bid and public works laws;
- The ethics law and constitutional prohibitions related to government activities;
- The general duties of the county commission (Title 11 of the Code);
- Role and duties of other local officials;

Exhibit A

- Financing issues related to county government;
- Road issues;
- State and federal personnel issues

**EXPERIENCE AND TRAINING**

Jurisprudence Doctorate degree from law school is required. Licensed to practice law in Alabama and must be in good standing with the Alabama State Bar Association. Valid and Unrestricted Alabama Driver's License is required. Existing County or Municipal Governmental law is preferred.

**ESSENTIAL ABILITIES**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit various work sites throughout the County and out of the area.