



## Classification Description | County Counsel

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**Pay Grade:** CC01

**FLSA Classification:**    ☒ Exempt    ☐ Non-Exempt

**Department:** Board of County Commissioners

**Worker's Comp Code:** 8810

**Typically Reports To:** Chief Administrative Officer

**Union Affiliation:**

- ☐ AFSCME
- ☐ Teamsters
- ☒ None

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### Position Summary

Performs administrative duties in planning, organizing, directing, and evaluating the functions of legal services provided to the Board of County Commissioners, Chief Administrative Officer, elected officials, department heads, and staff. As the chief legal advisor, is responsible for all county legal matters. Provides legal advice and county representation on a wide range of issues including labor and employment, land use, contracts and procurement, public meetings and records, tax assessment and collection, public safety, construction, real property, tort, litigation, and all other aspects of the county's diverse operations. Reviews policies and legal documents for compliance with federal, state, and local laws to minimize the county's risk exposure. Prepares formal and informal legal opinions, contracts, and procurement documents; Board of County Commissioner ordinances, resolutions, and orders; and ensures legal soundness in county operations. Prosecutes the majority of in-house litigation.

### Distinguishing Characteristics

*Define attributes that differentiate this job from the next level in a multi-level classification.*

- ☒ This is a single-level classification.
- ☐ This is a multi-level classification. Distinguishing characteristics are defined below.

### Duties and Responsibilities

*Duties assigned to this classification include, but are not limited to, the following examples.*

- Provide formal or informal opinions to the Board of Commissioners, Chief Administrative Officer, elected officials, department heads and administrative staff on questions of the law or policy involved in department operations. Answer legal questions and prepare recommended interpretation outlining facts and applicable law. Provide legal advice to county advisory committees. Represent departments in specific legal areas.
- Draft and review all forms of legal documents necessary for the conduct of the county, contracts, orders, ordinances, resolutions, deeds, trusts, land sale contracts, complaints, answers, motions, legal

correspondence, etc. Conduct legal research. Review county policies and develop procedures and regulations. Ensure policy, procedure, and regulations are consistent with intent of federal, state, and local laws and protecting the interests of the county.

- Prosecute and defend actions and proceedings in which the county is a party; represent the county in litigation and before state agencies such as Land Use Board of Appeals, Department of Revenue, Employment Division, Employment Appeals Board and Bureau of Labor and Industries.
- Provide advice and services as the county risk manager. Monitor all legal actions involving the county. Negotiate, mediate, arbitrate and litigate disputes involving the county. Direct legal counsel retained by county. Works with the county insurance provider.
- Represent the department and the county in the community, professional and advisory meetings, judges, and attorneys. Interpret policy and procedures.
- Provide lead direction and assign and review the work of support staff.
- Respond to public records requests.
- Attend various internal and public meetings and hearings as assigned. Ensure meetings and hearings are in compliance with applicable laws.

Performs additional duties as assigned.

## **Qualifications**

### ***Knowledge, Skills, and Abilities***

*The individual in this role is expected to possess and exhibit the following knowledge, skills, and abilities.*

#### **Knowledge**

- Thorough knowledge of legal principles, procedures, terminology, forms and legal analysis.
- Thorough knowledge of substantive and procedural civil law, including civil forfeiture laws, administrative regulations, and case law, as well as county government law.
- Thorough knowledge of administrative hearings, courtroom and trial procedures including state, trial and appellate courts and Oregon Rules of Evidence.
- Thorough knowledge of public meetings and records law.
- Thorough knowledge of public contract law.
- Considerable knowledge of investigative techniques, forensic analysis techniques and procedures for case preparation.
- Considerable knowledge of labor and employment law.
- Considerable knowledge of land use law.
- Considerable knowledge of real property law.

#### **Skills**

- Skill in effective courtroom case presentation.
- Skill in analyzing facts, evidence, cases, statutes, and precedents to arrive at logical conclusions.
- Skill in proper technique in handling exhibits and documents.
- Skill in writing clear and concise reports, records, legal documents, and statistical data.
- Skill in advising government entities, including county officials, on legal matters related to public administration, contracts, and regulatory compliance.

**Abilities**

- Ability to communicate effectively and persuasively in oral and written forms.
- Ability to conduct complex legal research and set forth findings of fact and decisions in concise and persuasive written form.
- Ability to analyze facts, evidence, and precedents to arrive at logical conclusions.
- Ability to adjust to priority changes, remain calm and exercise sound judgment during confrontational or high-pressure situations.
- Ability to make decisions independently in accordance with established policy and procedures, establish new policies when applicable, and use initiative and judgment in completing tasks and responsibility.
- Ability to establish and maintain records, reports; maintain confidentiality.
- Ability to use tact, initiative and judgment to courteously meet and deal effectively with the Board of Commissioners, other employees, elected officials, department heads, special service districts, contractors, engineers, vendors, other public agencies, advisory councils, attorneys, courts and the public.
- Ability to effectively represent the county in legal proceedings, negotiations, and policy development.

**Required Qualifications** (*Minimum qualifications for this role*)**Education**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Bachelor's degree | <input checked="" type="checkbox"/> Doctoral degree              |
| <input type="checkbox"/> Associate's degree                | <input type="checkbox"/> Master's degree   | <input type="checkbox"/> Other: Click or tap here to enter text. |

**Degree Discipline:** Doctor of Jurisprudence

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☐ Equivalent experience may be substituted for educational requirement. Amount of additional experience acceptable: Click or tap here to enter text.

**Experience**

- Five (5) years progressively responsible work experience as an attorney.

**Certifications or Licenses (if applicable)**

- At the time of the appointment, must possess a valid Oregon driver's license, or be able to attain one within 6 months of hire, and maintain an acceptable driving record.
- Admission to the Oregon State Bar at the time of the appointment and remain in good standing.

**Preferred Qualifications (if applicable)**

- N/A

**Other Qualifications (if applicable)**

- Must pass a pre-employment criminal history background investigation.

**Supplemental Information****Supervisory Responsibilities**

(Pick one)

- ☐ Supervision is not a function assigned to this role.
- ☐ Not a supervisory role but provides informal training/orientation to volunteers, or newly assigned personnel.

- ☒ Acts in a lead capacity (does not formally supervise) to direct workflow or to mentor employees in the assigned department.
- ☐ This role encompasses supervisory responsibility, including the following tasks (choose all that apply below):

***Span of Supervision***

- ☐ Directly manage team members, including training, assigning, and directing work, evaluating performance, disciplining as necessary, and addressing employee concerns and grievances.
- ☐ Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews, assisting with professional development, and making recommendations for employee separations, promotions, or special assignments.
- ☐ Participate in the recruitment of new employees, including interviewing and making hiring recommendations/decisions and compensation recommendations.
- ☐ Disseminate, implement, and enforce organization and team standards, policies, and procedures, including providing proper guidance to those carrying out related duties.
- ☐ Other (explain): [Click or tap here to enter text.](#)

**Supervisory Controls**

*The level of oversight and guidance the supervisor will provide this position.*

(Pick one)

- ☐ Works under immediate supervision with assignments introduced by specific instructions. Routine work is spot-checked, and the supervisor is readily available for questions and guidance.
- ☐ Works under close supervision, performing routine tasks independently based on past experience. Deviations from established practices are referred to the supervisor for guidance.
- ☐ Works under general supervision with recurring tasks performed independently. The supervisor provides professional advice on non-routine matters, and periodic reviews are conducted to ensure adherence to expected results.
- ☒ Works independently within a broad framework, managing a complex area of responsibility. The supervisor provides direction on overall goals, and performance is reviewed periodically based on outcomes and expected results.
- ☐ Other (explain): [Click or tap here to enter text.](#)

**Working Conditions****Mental effort**

*(pick one and add specific details as appropriate)*

- ☐ Normal concentration and attention to detail with normal deadlines.
- ☐ Usually, normal concentration and deadlines with occasional periods of sustained deadline pressure.
- ☐ High degree of concentration with above normal periods of attention, above normal deadlines, or a high degree of creative thinking.
- ☒ Requires an exceptional degree of sustained mental concentration with sustained periods of attention, constant deadlines, or a high level of creative thinking.

**Physical effort**

*(pick one and add specific details as appropriate)*

- ☒ Minimal: The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, laptop bag, or small parts; or driving an automobile. No special physical demands are required to perform the work.
- ☐ Moderate: The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as tables, equipment, and medium-sized parts. The work may require specific but common, physical characteristics and abilities, such as above-average agility and dexterity.
- ☐ High: The work requires considerable and strenuous physical exertion, such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.
- ☐ Extreme: The work requires peak physicality, highly specialized physical demands, defending oneself or others against physical attack or harm.

**Work environment**

*(pick one and add specific details as appropriate)*

- ☒ Everyday Risks/Discomforts: require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.
- ☐ Moderate Risks/Discomforts: require special safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.
- ☐ High Risks/Discomforts: exposure to potentially dangerous situations or environmental stress that require a range of safety and other precautions, e.g., working at great heights under outdoor weather conditions.
- ☐ Extreme Risks/Discomforts: exposure to dangerous situations and/or significant environmental stress, subject to possible physical attack/harm, or similar situations where conditions cannot be predicted or controlled, e.g., working in scenes of natural/human-made disasters.

**Travel requirements**

- ☒ Rarely ☐ Occasionally ☐ Frequently ☐ Regularly travels ☒ locally ☐ regionally ☐ nationally.

**Hours required**

- ☐ Rarely ☒ Occasionally ☐ Frequently ☐ Regularly required to work outside of the typically expected schedule.