

**WAKULLA BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION
COUNTY ATTORNEY
FLSA: NON-COVERED
GENERAL DESCRIPTION OF DUTIES**

This is a highly responsible professional job providing legal representation to the Board of County Commissioners and supervising and directing the County's legal department staff. The County Attorney exercises considerable independent judgment, is responsible for handling highly complex legal matters and rendering legal opinions to the Board.

ESSENTIAL DUTIES

Anticipates, prepares for, and oversees the legal representation for the Board of County Commissioners, either through staff or outside counsel.

Prepares for, anticipates issues to arise, and attends meetings of the Board of County Commissioners providing counsel and direction to the Board and staff as needed or requested.

Drafts legal opinions, proposed legislation, and legal instruments such as deeds, leases, and other documents.

Represents the County in litigation, including civil trials, administrative hearings, and arbitration.

Interprets the law and issues advisory opinions concerning potential County liability, the functions of various County agencies, personnel practices, purchasing practices, labor negotiations, compliance with state and federal laws, and similar issues, as requested. Provides legal advice and representation to various County boards, commissions, and committees, as directed by the Board of County Commissioners.

Assists County staff members in County Code enforcement.

Supervises office personnel and staff and prepares budget for the County legal department.

Advises and assists less experienced or subordinate attorneys in the performance of their work.

Coordinates, monitors, and reports to the Commission on the representation of the County by special outside counsel retained by the Commission.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal, state, county, and municipal law and the common law and constitutional law affecting County government.

Knowledge of judicial procedures and the rules of evidence.

Knowledge of established precedents and sources of legal reference applicable to County activities.

Skill in seeking and developing creative solutions, alternatives and recommendations.

Ability to prepare and try civil law cases.

Ability to analyze and prepare a wide variety of legal documents.

Ability to research complex legal issues and to formulate sound legal opinions.

Ability to anticipate, prepare for, and meet deadlines.

Ability to express ideas clearly and concisely, both orally and in writing. Ability to work independently, supervise others, and provide organizational leadership.

Ability to establish and maintain effective working relationships with associates and employees, County and Court officials, and the general public.

COMPLEXITY OF WORK

The work of the County Attorney consists of a wide variety of professional, administrative, and supervisory tasks, frequently of a complex nature. The work requires extensive coordination of efforts with the County Administrator, particularly in regard to anticipating and prioritizing County legal service needs in view of the policies established by the Commission, the priorities of the Commission, and requirements of various County departments and personnel.

INTERNAL AND EXTERNAL CUSTOMER CONTACT

Extensive internal and external customer contact.

EQUIPMENT AND TOOLS USED

These include computer and various computer software programs, and vehicle.

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WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed mainly indoors. Office environment. High stress associated with multiple projects and tight deadlines.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of law; at least five years of experience in practicing law as a member of The Florida Bar; and at least five years of significant experience in environmental issues, growth management, land use, or local government law.

Necessary Special Requirements:

A valid Florida Driver's license and favorable driving record.
Admission to The Florida Bar is mandatory.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and drug testing.

FLSA STATUS: Non-covered. Job reports directly to and is appointed by elected officials.