



# NEWTON COUNTY, GEORGIA

## Classification Specification

### COUNTY ATTORNEY

#### FLSA: Exempt

#### Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established procedures: conducts training and participates in planning meetings; initiates any actions necessary to correct deviations or violations.

Develops and implements goals for the Department: collects and analyzes multiple sources of data; evaluates and determines trends; projects the annual workload; completes and submits yearly plans and reports.

Develops and implements departmental budget: recommends staffing levels and outlays for client services; monitors expenditures to ensure compliance with approved budget; prepares and submits budget documentation and reports.

Advises Board of Commissioners, County Manager, County department heads, constitutional officers, elected officials, local government agencies and commissions, etc. regarding all legal matters; researches and compiles information regarding local, state, and federal laws and ordinances, and case law and legal opinions; analyzes and interprets research; makes recommendations to assist County officials in making informed decisions regarding personnel, land acquisition/disposal, contracts, land use, taxes, finance, purchasing, policy and procedures or any other issues as necessary.

Serves as counsel in representing the legal interest of the County in accordance with state laws and rules of professional conduct: provides legal advice to elected officials, department heads, or managers as requested or assigned; attends meetings; assesses nature of the legal issue presented; researches internal regulations, policies

and procedures or relevant state and federal law; advises client of legal solution and execution of appropriate steps and implementation; writes legal opinions and memoranda; develops strategies and solutions to ensure compliance; prepares and reviews deeds and contracts; conducts title searches; provides information regarding updated laws and regulations as needed; conducts other legal services as requested.

Manages high profile and complex litigation for the County: prepares and responds to interrogatories, requests for production of documents, requests for admissions and other discovery requests; prepares appropriate motions and other necessary pleadings; takes and defends depositions; meets with clients and other witnesses; conducts legal research; determines case strategy; attends mediations, trials, and hearings; argues County's position; makes and responds to legal arguments; presents and examines witnesses; introduces and/or opposes to evidence; issues subpoenas; prepares and responds to appellate motions; communicates with clients, opposing counsel, and adverse parties; maintains related documentation and files.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures: maintains an awareness of new procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in training and continuing education activities; attends and conducts meetings, workshops and seminars as appropriate.

Prepares or completes various forms, reports, correspondence, complaints, discovery requests and responses, motions, legal opinions, resolutions and ordinances, or other documents.

Receives various forms, reports, correspondence, complaints, claims, lawsuits, discovery requests/responses, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Prepares legal advertisements and reviews requests for proposals or invitations to bid as required by local, state, and federal law and ordinances.

Communicates with supervisor, other County departments and employees, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

## **Minimum Required Qualifications:**

Juris Doctorate Degree - supplemented with ten years of experience in the field; Significant local government experience, with an emphasis on economic development, real estate, land use matters, contracts, and employment law or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Active Member in Good Standing licensure status with the Georgia State Bar Association.