

STAFF ATTORNEY II

DEFINITION OF WORK

Employees in this classification perform professional legal work and tasks to assist departments with legal issues within the County. Employees in this class provide professional legal services for assigned functions, as assigned by the County Attorney. Frequent duties include the responsibility for preparation of contracts, ordinances, resolutions, and other miscellaneous legal documents; advising clients about their rights and obligations; negotiating on behalf of clients; reviewing and drafting legal documents, memoranda, and administrative code; and occasionally appearing before State and federal trial courts and administrative tribunals; investigating assigned citizen complaints; and performing title examinations for County projects. Employees must exercise considerable initiative and independent judgment in various phases of work, and are responsible for updating and keeping the County Attorney informed as to all legal matters assigned. All duties performed pursuant to the assignment and direction of the County Attorney are evaluated through conferences, review of work results obtained, and overall acceptance of the legal work by the County's citizens.

EXAMPLES OF WORK

Employees draft or review County contracts and include direct negotiation of contract terms with parties or opposing counsel and review for sufficiency of legal form; represent the clients in court and before administrative bodies; perform title examinations for County projects; provide legal counsel upon request to County Department Heads, to include research of issues presented and provision of legal opinions through oral or written response; draft and/or review County ordinances, resolutions, special legislation, forms, policies and procedures; interpret legal documents as requested; interpret rules, regulations, policies and ordinances with respect to adherence to federal, State, and local laws; review agendas and/or attend meetings of County Boards and Committees upon request; research and draft legal memoranda, briefs, arguments, findings of fact, court orders, legal orders resulting from Board decisions, pleadings, and other legal documents; interpret County ordinances for implementation by department heads; assist with the enforcement of County ordinances by sending letters of violation to offenders; track pending legislation and court cases; analyze their impact on County Government; research, draft, review, and/or edit policies and procedures, contracts, easements, deeds, leases, resolutions, ordinances, inter-local cooperation agreements, and other legal documents for the County; assist with County risk management activities by requiring indemnification and insurance provisions in County contracts; review certificates of insurance, performance and payment bonds upon receipt; review safety manual and procedures; assist with the processing of claims against the County through coordination with the County's liability insurance providers, to include assimilation of facts surrounding claims, as necessary; attend occasional meetings after regular business hours; perform research projects upon assignment by the County Attorney; maintain confidential information without disclosure, subject always to the North Carolina State Bar Rules of Professional Conduct; attend continuing legal education conferences and workshops to maintain law license in accordance with State Bar requirements; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Doctoral degree from a recognized school of law and seven years of progressively responsible professional legal experience, preferably in a local governmental setting; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of legal principles, precedents, and practices and their application to functions of local government; considerable knowledge of the North Carolina General Statutes, including, but not limited to, GS 153-A, 40-A, 108 Local Government Commission Act, 160-A for Cities and Towns, 105 Machinery Act of NC, 126 Personnel Act, environmental and natural resources laws, administrative law and State and federal Constitutional law; considerable knowledge of current legislation affecting counties and boards; considerable knowledge of the County's policies and procedures; considerable knowledge of County organization, departments, and functions; considerable knowledge of judicial and quasi-judicial procedures and the rules of evidence; general working knowledge of the application of information technology to work tasks; strong analytical and writing skills; skill in collaborative conflict resolution, negotiation, and meeting facilitation; ability to analyze the legal aspects of governmental problems and to provide sound advice and assistance to officials; ability to present facts, law, and arguments clearly, logically, and persuasively; ability to draft ordinances, regulations, policies, rules, opinions and orders; ability to conduct civil or criminal litigation; ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions and other precedents; ability to research and analyze facts, evidence, and legal instruments; ability to express conclusions and arguments clearly and logically in oral and written forms; excellent interpersonal skills; ability to maintain effective working relationships with Board officials, County Manager and department heads, judges, other attorneys, and other employees.

SPECIAL REQUIREMENTS

Licensed to practice law in the State of North Carolina. Successful completion of State Bar required hours of annual CLE credits. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with indoor work environments.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to work with data and figures, handle accounting processes, operate a computer, and do extensive reading.