

WASHINGTON COUNTY
Job Description

JOB TITLE: County Attorney

Exempt (Y/N): Yes

DEPARTMENT: County Judge's Office

DATE PREPARED: January 2014

SUPERVISOR: County Judge

SUMMARY:

The incumbent is responsible for handling numerous legal affairs of the County in an accurate and timely manner. Gives legal advice as needed or requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Issue legal opinions and advice.
2. Assist in solving legal or quasi-legal problems/issues such as personnel and FOI issues.
3. Attend all county meetings and lend advice as required.
4. Draft and review ordinances, contracts and other documentation as needed.
5. Represent the county in litigation as plaintiff or defendant as required.
6. Handle several issues that are complex and involve research and analysis of the law and particular facts.
7. Some travel is required for court appearances out of town, continuing legal education and other matters as required.
8. Supervise one employee.
9. Tracks and maintains large amounts of cases and issues.
10. Other duties as assigned by the County Judge.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must possess a College Degree and a Juris Doctorate in Law. Must successfully pass the Arkansas Bar Examination and be sworn by the Arkansas Supreme Court. Minimum of 5 years active law practice is needed. The incumbent is required to handle certain matters without the need

for close supervision or review. Must have knowledge of county government and applicable state laws.

OTHER SKILLS and ABILITIES:

The incumbent must stay abreast of current laws and rulings. Must work well with all types of people and have knowledge of modern office practices, procedures and equipment; have strong written and verbal communication skills with elected officials, employees and citizens; must have understanding of all legal terminology, knowledge of judicial proceedings; have the ability to analyze facts, statements and evidence; must possess the ability to present the position and incumbent in a professional and courteous manner with individuals, often under difficult circumstances.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, finger, or feel objects and talk or hear. The employee is frequently required to reach with hands and arms and stand. Specific vision abilities required by this job include close vision.

The employee is frequently required to lift or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate.