



<b>WORKING TITLE:</b> ASSISTANT COUNTY COUNSEL I	<b>CLASSIFICATION:</b> ASSISTANT COUNTY COUNSEL I
<b>DEPARTMENT:</b> COUNTY COUNSEL	<b>DIVISION:</b> COUNTY COUNSEL
<b>PAY RANGE:</b> NBYCM 24	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8820
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> DECEMBER 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

This is an entry-level classification with responsibility for assisting County Counsel and more senior Assistant County Counsel staff in all legal functional areas for the County and in providing general legal advice and assistance to the Board of Commissioners, County departments, other elected officials and employees. Performs a variety of professional legal work and research for County departments/divisions including court appearances, civil litigation, administrative hearings, public contracting, labor negotiations, personnel matters, and related transactional work. This position also supports senior County Counsel staff with more complex or extensive civil matters, litigation, real property transactions, land use or environmental matters, administrative hearings or other legal matters. Performs related legal work as required.

***SUPERVISION RECEIVED:***

Works under supervision of the County Counsel who assigns work, checks performance and provides professional consultation. Work is reviewed for conformance with state statutes, case law, legal ethics, other professional practices, standards, department policies, procedures, and overall results obtained.

***SUPERVISION EXERCISED:***

Supervision of other employees is not generally a responsibility of the position.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Prosecutes and defends legal actions, suits, and other proceedings on behalf of the County, as directed.
- Prepares and presents cases at trials or hearings (responsibility to increase with experience).
- Researches and analyzes legal and factual issues.
- Assist with witness interviews and depositions.
- Assists with preparation of legal pleadings, motions, case reports, and summaries, as directed.
- Assists County Counsel staff with legal work in any functional area for all County departments in one or more legal specialties and serves as back-up to others.
- Attend public meetings and work sessions, as directed.
- Investigates facts and conducts legal research.
- Prepares documents, memorandums, and report summaries.

- Advises County departments on appropriate action for general legal problems and issues, as directed.
- Interpret Federal, State and local legislation, statutes, rules and regulations.
- Reviews proposed policy or procedural changes.
- Assists with public relations and media issues as assigned.
- Analyzes, researches, drafts and/or revises ordinances, resolutions, contracts, agreements, leases, deeds, and other legal documents as assigned.
- Analyzes proposed state and federal legislation affecting County operations, advising and reporting to senior legal staff on any relevant impact to County departments or operations.
- Researches, studies, and interprets the application of laws, court decisions, and other legal authorities and precedents, preparing legal opinions, memoranda, and briefs as assigned.
- Interacts, confers, and negotiates with local government officials, city and county counsels, attorneys general, outside counsel and private attorneys regarding County legal matters as assigned.
- Participate in collective bargaining as assigned and assist with related public sector labor law matters, including personnel investigations, imposition of discipline, grievance resolutions; represent the County in mediations, arbitrations and unfair labor practice complaints as assigned.
- Researches, reviews, prepares, negotiates, and assists with real property transactional documents, including offers, purchase and sale agreements, leases, deeds, contracts, easements, escrow agreements, disposition and development agreements, and urban renewal-related activities, as assigned.
- Researches, reviews, negotiates, assists with, and ensures compliance with all applicable federal, state, and other governmental regulations, including environmental requirements, land use permits, federal regulatory permits, operations compliance, and clean-up of environmentally sensitive sites.
- Assists in preparation of memoranda and pleadings for courts and administrative agencies such as the Oregon Land Use Board of Appeals, Oregon Land Conservation and Development Commission, the Civil Rights Division of the Bureau of Labor and Industries, Oregon Tax Court or state employment division, as directed by County Counsel.
- Assists in drafting, review or revision of County board orders, policies, procedures, ordinances or amendments as required by law and referred by the County Counsel.
- Provides legal assistance for ordinance enforcement and assist with investigations, preparation of complaints and court appearances in connection with ordinance enforcement as assigned.
- May serve as hearings Officer in matters referred by County Counsel including but not limited to jail disciplinary violations as assigned.
- Assist with legal matters relating to public contracts, public purchases, acquisitions, public financings, and public sales and transfers by the County; draft contracts, deeds and related documents as assigned.
- Assist in enforcement of any law pursuant to direction of County Counsel.
- Performs other duties as assigned.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- Fundamental principles and practices of local government law.
- Principles and techniques of legal writing.
- Judicial procedure and rules of evidence.
- Civil trial and appellate procedures in state and federal courts and administrative tribunals.
- Legal terminology.
- Federal, State, and local statutes, regulations, rules, and ordinances applicable to County activities and functions.
- Principles of liability, risk management and regulatory compliance.

### **SKILL IN:**

- Establishing and maintaining effective working relationships with elected and appointed officials, government agencies, court system personnel, private and public attorneys, County employees and members of the public.
- Effective communication, both orally and in writing.
- Preparing clear and concise legal documents and reports.
- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

### **ABILITY TO:**

- Organize and summarize a large volume of material and arrive at a logical conclusion and set forth a concise, complete, and accurate finding of fact.
- Research and document information on related subject matter.
- Prepare clear and concise reports.
- Maintain confidentiality.
- Establish and maintain effective working relationships with elected and appointed officials, department/division leaders, other county employees, representatives of other governmental agencies, employee representatives, and the public.
- Interact effectively with the Board of Commissioners and County Counsel.
- Operate in the Microsoft Windows environment.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Graduation from an accredited school of law; recent graduates with an interest in government law are encouraged to apply. The ideal candidate would have some local government legal experience in (i) general civil trial and court practice, (ii) public sector labor negotiations, grievances, mediation and arbitration, (iii) Oregon land use law, (iv) public procurement and contracting law, or (v) experience preparing and trying cases in the Oregon Tax Court. Any satisfactory combination of education and experience which demonstrates the ability to perform the work may be considered

### **SPECIAL QUALIFICATIONS REQUIRED:**

Must be a member of the Oregon State Bar at the time of appointment and must maintain that membership in good standing. Must be a member or eligible to become a member of the United States District Court for the District of Oregon and the United States Court of Appeals, 9th Circuit,

or eligible to become a member and remain in good standing.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Employment will be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The employee typically works in an office environment and uses a computer, telephone and other office equipment, as needed, to perform duties. The noise level in the work environment is typical of that of an office. Employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in varied environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*