



<b>WORKING TITLE:</b> COUNTY COUNSEL	<b>CLASSIFICATION:</b> COUNTY COUNSEL
<b>DEPARTMENT:</b> COUNTY COUNSEL	<b>DIVISION:</b> COUNTY COUNSEL
<b>PAY RANGE:</b> CONTRACT	<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> JULY 2018

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Advises and represents the various boards, commissions, officers, employees and agents of Yamhill County on civil legal matters.

***SUPERVISION RECEIVED:***

Exercises independent professional judgment under the direction of the Board of Commissioners. Consults with the District Attorney on matters of mutual concern.

***SUPERVISION EXERCISED:***

Supervises Assistant County Counsel I, Assistant County Counsel II, Paralegal and related secretarial support staff.

**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:**

- Attends meetings of the Board of Commissioners and Planning Commission as well as other such meetings as deemed necessary by the counsel or board.
- Drafts ordinances, board orders, resolutions, and other required paperwork to enable the board to transact county business.
- Provides legal assistance to various county departments for enforcing ordinances governing zoning, building, solid waste, dog control, and other areas by supervising investigations, preparing complaints, and appearing in court as necessary.
- Represents Yamhill County in state and federal trial courts, and in bankruptcy, appellate, and tax courts on civil matters where the county is a party. Also represents Yamhill County before administrative agencies such as the Department of Land Conservation and Development, the Employment Appeals Board, the Department of Revenue and others.
- Represents Yamhill County in land use appeals to the Land Use Board of Appeals.
- Prepares legal opinions on questions referred by various county departments.
- Advises county departments on legal matters relating to public contracts, public purchases, and public sales and transfers by the county.
- Reviews and prepares contract documents to which the county is a party.
- Prepares and processes tax foreclosure proceedings for delinquent property taxes and

collects delinquent personal property taxes through supplementary proceedings.

- Reviews and prepares deeds for sale or acquisition of real property or any interest in real property such as leases, easements, or road dedications.
- Evaluates and responds to referrals from the planning department in connection with planning and zoning matters.
- Prosecutes violations of Yamhill County ordinances in district court.
- Investigates and administers all claims against Yamhill County for personal and property damage.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Administrative, property, contract, municipal, and criminal laws.

#### **SKILL IN:**

- Proficient use of a personal computer and dictation equipment.
- Presenting cases before trial and appellate courts or administrative bodies.

#### **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 and conclusion.
- Establish and maintain effective working relationships with other staff, other agencies, and the general public.
- Represent the county effectively before a trial court, an appellate court or administrative body.
- Attend work as scheduled and/or required.

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

Graduation from an accredited school of law. A minimum of 4 years prior active experience as an attorney required, at least 2 of which must have been in a full-time government law position.

Must be admitted to practice law in the state of Oregon and the United States District Court for the District of Oregon at the time of appointment and must maintain membership in good standing throughout appointment.

#### **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.

May be subject to successful completion of a background check.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent 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. Incumbent 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 office 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 requested 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.*