

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : County Attorney
Department: County Manager
Revised : June 2017

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the County Attorney classification.

GENERAL DESCRIPTION

Highly skilled professional legal work serving as legal counsel for the Board of Commissioners, County Manager, and all boards and departments. The County Attorney is appointed by the Board of Commissioners and serves at their discretion.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as legal counsel for the Board of Commissioners, County Manager, and all boards and departments.

Advises officials, boards, and departments on questions of law in a wide variety of programs and administrative business areas.

Represents the County in civil and administrative litigation.

Prepares and responds to legal claims against the County; researches case law and court rulings; determines merits of a case and points of law; analyzes pertinent statutory and case law, administrative and procedural rules; develops case strategy and legal arguments; and conducts civil and administrative litigation.

Represents the County in court proceedings at any State and/or federal level; prepares documents such as discovery, interrogatories, and depositions; prepares witnesses; participates in jury selection; prepares and presents opening and closing arguments before juries; prepares and argues various appropriate legal motions; and cross examines witnesses.

Conducts legal research on a variety of issues relating to any County service programs and/or administrative business areas; may include research of constitutional law.

Drafts various documents including legal orders resulting from Board decisions, memorandums of law; contracts, easements, deeds and County ordinances.

Identifies potential legal issues in any County action and engages in work required to resolve; reviews agenda and documentation and/or attends meetings of various Boards; attends public hearings; reviews existing contracts, ordinances etc. and recommends/implements changes.

Reviews and/or prepares all contracts, deeds, easements, and all other legal documents necessary to conduct the County's business.

Handles and resolves all claims involving potential legal obligations.

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Responds to the general public on any issue as necessary.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of case, statutory, regulatory and common law including NC General Statutes.

Considerable knowledge of judicial and quasi-judicial procedures.

Ability to conduct civil or criminal litigation.

Ability to perform legal research in accordance with initial guidance as to methods of approach, source material available, and policy and precedent of the office.

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 form.

Ability to maintain effective working relationships with Board officials, County Manager, department directors, judges, other attorneys, and other employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from a recognized school of law and four years of professional legal experience; or an equivalent combination of training and experience. Must possess a license to practice law in the State of North Carolina. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**