

Assistant Corporation Counsel



Position Description

Status

Full-Time, Exempt

Compensation

C43

Bargaining Unit

Non-Bargaining

Reports to

County Administrator

Supervises

none

Position Category

Manager

Summary

Under the general direction of the County Administrator, this position provides legal advice, in the interest of the County, to the entire organization including all elected offices, branches and departments of County Government. Performs the full spectrum of functions of civil counsel including representation in court and administrative hearings; legal research; drafting of ordinances; regulations and policies; preparation of contracts and other legal documents; and rendering of advice with respect to the application and interpretation of civil statutes.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Works in conjunction with lead corporation counsel to discharge all functions as an attorney for Allegan County pursuant to the provisions MCLA 49.71, MSA 5.824.
2. Drafts or reviews legal documents and contracts including but not limited to ordinances, regulations, policies and procedures to ensure legal compliance and best practice relating to all areas of County business.
3. Provides guidance to the County's Freedom of Information Act Officer, reviewing requests for copies of records and documents and preparing appropriate, legally sound responses.
4. Provide guidance to the County Administrator and all departments under the provisions of the Health Insurance Portability and Accountability Act (HIPAA).
5. Researches, interprets, provides advice and renders written opinion with respect to the substantive, procedural requirements and ongoing changes of state and federal statutes, administrative rules and regulations, judicial precedents, case law, and other rulings and regulations with the force of law and recommends changes to policy accordingly.

6. Assists with collective bargaining and other employment matters.
7. Researches and recommends appropriate methods of risk/liability mitigation. Monitors the litigation and mediation of risk management issues, advises on the status of said matters, and ensures proper representation of the interests of the County.
8. Assists Corporation Counsel in the preparation of the County's cases and representation of the County, departments, and agencies thereof in litigation, administrative hearings and appeals.
9. In the interest of the County, advises County offices, branches, departments, boards, commissions, and committees in matters of employment law, real estate law, regulatory law and contract law and may attend and be a resource during public meetings as necessary.
10. Coordinates the work of outside special counsel hired to represent the County in specific matters.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office or remote work environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Juris Doctorate Degree from an accredited law school.
2. Must be a member in good standing of the Michigan State Bar.
3. Six (6) years of experience in public sector law.
4. Six (6) years of experience related to business administration.

Preferred Education and Experience

1. Public administration experience.
2. Supervisory experience.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____