

ASSISTANT CORPORATION COUNSEL

POSITION DESCRIPTION

I. Position Summary

Under the direction of the Corporation Counsel, initiates and conducts legal proceedings, drafts legal documents, including performance of appellate work when necessary. Primary areas of responsibility include child support enforcement, including establishment of paternity, mental and alcohol commitments, guardianships and protective placements, zoning, debt collection and other civil legal matters. Provides legal services to various County departments and committees as directed by the Corporation Counsel.

II. Essential Duties and Responsibilities

1. Researches applicable statutes, ordinances, case law and law treatises, drafts necessary legal pleadings, conducts necessary discovery, conducts research for and writes necessary legal briefs, interviews appropriate witnesses, appears at trial, appellate and administrative review hearings.
2. Provides legal services to the County Board, its committees, elected and appointed officials and County employees with respect to official County business.
3. Reviews and drafts contracts and related documents involving the County.
4. Attends meetings of the County Board and its committees in the absence of the Corporation Counsel when so directed by the Corporation Counsel.
5. Prepares ordinances and resolutions for the County Board as directed by the Corporation Counsel.
6. Assists the Corporation Counsel in the development and ongoing operation of the County Affirmative Action Programs to ensure compliance with E.E.O. Laws.
7. Investigates unemployment compensation hearings.
8. Maintains the County's interest in all matters.
9. Performs other functions as needed and/or assigned by the Corporation Counsel.

III. Educational / License / Certification Requirements

1. Law Degree (J.D.) from an ABA accredited law school.
2. Member in good standing of the State Bar of Wisconsin.

IV. Knowledge and Skills Required to Perform Essential Functions

1. Knowledge of law in assigned areas of responsibility.
2. Knowledge of general courtroom procedure.
3. Knowledge of state and federal statutes pertaining to assigned areas of responsibility.
4. Knowledge of County programs and procedures.
5. Knowledge of civil procedures and rules of evidence.
6. Ability to present facts, recommendations and alternative courses of action effectively in oral and written form.

7. Ability to analyze and interpret statutes, ordinances and regulations.
8. Ability to identify legal issues.
9. Skills in legal writing and research.
10. Maintain active license to practice law in the State of Wisconsin.
11. Valid Wisconsin Driver's License.
12. Reliable motor vehicle.
13. Minimum automobile liability insurance as established by County Policy.

V. Physical Requirements

About 50% of time includes verbal interaction with clients. Walking, hearing and using vision to research and revise documents is done about 70% of time.

1. Sitting, stooping, reaching, feeling, talking, hearing
2. Near vision 20 inches or less
3. Lifting: 50 lbs or less
4. Carrying: 50 lbs or less

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

This position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description.