

TITLE 6

Corporation Counsel

Chapter 1 Corporation Counsel

Chapter 1

Corporation Counsel

6-1-1 Appointment of Corporation Counsel

6-1-2 Corporation Counsel's Duties

Sec. 6-1-1 Appointment of Corporation Counsel.

- (a) The Board of Supervisors shall employ a full-time Corporation Counsel.
- (b) The Corporation Counsel shall be an attorney at law duly licensed to practice his profession in the State of Wisconsin.
- (c) The appointment and duties of the Corporation Counsel shall be pursuant to Sec. 59.07(44), Wis. Stats.

Sec. 6-1-2 Corporation Counsel's Duties.

- (a) The duties of the Corporation Counsel shall be limited to civil matters and shall include giving legal opinions to the Board and its committee and interpreting the powers and duties of the Board and County officers.
- (b) In addition to the foregoing general duties, the Corporation Counsel shall perform all duties as required by the County Board and as listed in the job description and shall include:
 - (1) He shall attend all meetings of the Board of Supervisors of Columbia County, except when prior engagements make it impossible to do so, and shall serve as parliamentarian.
 - (2) He shall collect all claims and accounts due the County in civil matters, including relief payments from place of legal settlement and accounts originating in orders of the courts which have resulted in disbursements by any of the welfare agencies of the County.
 - (3) He shall serve as legal advisor to the County Board and to all committees and departments, and shall draw all legal papers required in the performance of the duties of said departments and committees and attend to all legal matters in and out of court where such departments or committees shall be an interested party. The hiring of outside counsel shall only come after consultation with the Corporation Counsel and approval of the County Board.
 - (4) His duties for the Human Services Department shall include:
 - a. Act as legal advisor and do legal work for the Columbia County Human Services Department;
 - b. Enforce and collect old age assistance liens;

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- c. Process and collect general relief claims, including actions and claims against other counties;
 - d. Assist Department personnel with all matters relating to persons under eighteen (18) years of age, including, but not limited to, delinquent, dependent, truant, uncontrollable, and neglected children, and shall advise department personnel relative to the preparation of child abuse cases;
 - e. Represent the Department in all matters relating to Protective Services for the aged, mentally retarded, and developmentally disabled under Chapters 55 and 880, Wis. Stats.
 - f. Assist the Director of Human Services in any action to correct errors in the State special charges for persons in institutions outside of Columbia County.
- (5) He shall advise and assist the County Treasurer in instituting appropriate actions to foreclose tax liens by action in rem and advise the County Property Committee with respect to any taxation problems affecting Columbia County.
 - (6) He shall establish paternity of illegitimate children under Chapter 767, Wis. Stats.
 - (7) He shall process uniform reciprocal enforcement of support actions under Chapter 767, Wis. Stats.
 - (8) He shall process actions to collect forfeitures and/or seek compliance where the ordinances of Columbia County, other than Chapters 340 to 348 of the Columbia County Code of Ordinances relating to traffic, have been violated.
 - (9) He shall have concurrent jurisdiction with consent of the District Attorney to process forfeitures for violations of Chapters 340 to 348 of the Columbia County Code of Ordinances.
 - (10) He shall assist in the processing of mental commitments under Chapter 51, Wis. Stats.
 - (11) Upon appointment by a judge, he shall act as district attorney pro tempore in the absence of the District Attorney.
 - (12) He shall assist the negotiating committee of the County Board in the collective bargaining of labor contracts and shall assist the Personnel Committee with the administration of said contracts. He shall assist the Personnel Committee in dealing with the state and federal laws relating to personnel.
 - (13) He shall perform such other work of a civil nature, such as the handling of bond issues or other matters as may be assigned or delegated to him by the County Board of Supervisors.
 - (14) He shall file, prior to the 1st day of November in each year in the office of the County Clerk, an account verified by his Affidavit of all money received by him during the preceding year by virtue of his office, for or on behalf of Columbia County, specifying the name of each person or corporation from whom he may have received the same; the amount received from each; and the cause for which the same is paid.

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- (15) He shall supervise and direct the Child Support Administrator and staff and shall act as Child Support agent of the State of Wisconsin, and is responsible for representing

the Columbia County Child Support Agency in civil and criminal actions.