



COLUMBIA COUNTY, OREGON
JOB TITLE: ASSISTANT COUNTY COUNSEL I
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	County Counsel	JOB CODE:	087
SUPERVISOR:	County Counsel	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Perform legal services for county departments relative to civil matters. Represent the county in litigation and administrative proceedings. Primary attorney duties will be assigned to specific departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist in providing legal assistance, as assigned, to the Board of County Commissioners and other elected officials and department heads. Explain applicable laws and risks associated with various legal strategies, make recommendations, and draft regulations, policies, and contracts.

Assist in representing the county as needed in negotiations, litigation, and administrative proceedings with outside governments and agencies; assist in the preparation of the county's position. Perform background research on outside agency positions. Assist in negotiations or advocating for the county's position.

Research, draft, and advise on administrative policy for county departments. Track and evaluate the implications of proposed federal and state legislation and administrative rules that may affect the county.

Prepare and analyze proposed federal and state legislation impacting the county.

Research and prepare ordinances, orders, policies, resolutions, contracts, agreements, leases, deeds, and other legal documents. Investigate and analyze legal issues. Research, study, and interpret the application of laws, court decisions, and other legal authorities and precedents. Prepare legal opinions, memoranda, and briefs.

Provide legal advice on procurement of goods and services, which involves knowledge of federal, state, and local procurement rules. Review and assist with drafting RFPs, invitations to bid, and other procurement documents.

Pursue specific county projects as assigned.

Represent the county and/or County Counsel's Office at various meetings.

Maintain professional license as is required by the State of Oregon and the county.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.



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SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of County Counsel who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Graduation from an accredited school of law. Two years' of increasingly responsible experience in the practice of law. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Experience representing municipalities preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be a member in good standing of the Oregon State Bar. Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of the principles and practices of municipal law; principles and techniques of legal writing, judicial procedure, and rules of evidence; civil trial and appellate procedures in federal and state courts and administrative tribunals. Knowledge of legal terminology; federal, state, and local statutes, regulations, rules, and ordinances applicable to county activities and functions, including municipal liability, public meetings, torts, land use, public records, and public financing. Knowledge of county government organization; county ordinances, rules, and policies; and department policies and procedures.

Skill in business software programs and Microsoft Office products.

Ability to:

- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.



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- Analyze facts, evidence, and precedents and arrive at a logical conclusion. Set forth findings of fact and decision in concise written form.
- Interpret applicable federal, state, and local laws, rules, regulations, and policies.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Provide accurate and practical legal advice; represent the county in legal and administrative proceedings at all levels and stages; evaluate claims and negotiate settlement of claims where appropriate.
- Develop and/or revise procedures for county programs as required by changes in the law or as requested by department heads and elected officials.
- Draft legislation and negotiate and draft contracts.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Position requires travel to attend meetings and hearings and may require the attendance at evening and weekend meetings.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***