

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY ATTORNEY

CHARACTERISTICS OF THE CLASS: Under the administrative direction of the Board of County Commissioners, performs skilled administrative work serving as the chief legal officer for the County Commissioners, County Management and County departments. The County Attorney supervises the staff of the Legal Department.

EXAMPLES OF DUTIES: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans, directs and supervises the activities of the professional and clerical support staff of the Legal Department.

Represents the County Commission in legal matters including the bringing and defending of lawsuits and zoning matters.

Attends Board of County Commissioners' meetings and renders legal assistance, opinions and advice as requested.

Supervises and participates in the conducting of legal affairs of the Board of County Commissioners, including contract negotiations and administrative review.

Prepares proposed legislation, contracts and resolutions and makes recommendations with regard to amendment, revision and repeal of existing laws.

Prepares or reviews documents of legal significance before submission to the Board of County Commissioners for Board action, including each agreement, contract, lease, deed, bond, ordinance, resolution, regulation, rule or policy.

Provides written and oral legal opinions, interpretations and advice to the Commissioners, administration, boards and departments.

Drafts and presents legislative bills to delegations for consideration.

Performs related work as required.

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Graduation from an accredited law school with a law degree PLUS five (5) years of experience as a practicing attorney in legal research and trial work.

Experience in a governmental agency is preferred.

SPECIAL REQUIREMENTS: Must be licensed by the State of Florida and a member of the Florida Bar. Must obtain a valid Florida operator's license prior to employment.

In the event of a hurricane, major storm, natural or man made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

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KNOWLEDGE, SKILL, AND ABILITIES: (Note: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of the statutory and constitutional laws of Florida affecting County government.

Thorough knowledge of judicial procedure and the method and practice of pleading and of effective techniques in presentation of cases.

Thorough knowledge of modern principles of organization and management.

Thorough knowledge of principles, methods and materials of legal research.

Ability to draft legal instruments, propose legislation and related ordinances, resolutions and policies.

Ability to analyze, appraise and organize facts, evidence and precedents.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with County and Court officials, other employees and the public.

Ability to conduct research on legal problems and prepare sound legal opinions. Ability to prepare and try complex law suits before Federal, State and County Courts.

Supervisory ability.

PHYSICAL REQUIREMENTS: This is mainly sedentary work.

Revised 10/08/2009; supersedes CD# 0100, titled County Attorney, dated 03/24/04.