

# **Chief Assistant General Counsel**

CLD/

Civil Legal Division

Pay Grade: 27

#### **JOB SUMMARY**

This position is responsible for supervising assigned functions of the Civil Legal Division.

### **MAJOR DUTIES**

- Assists the Director of Civil Legal Division in directing the day-to-day operations of the department.
- Assists in the hiring and training of staff, assignment of personnel to projects, and assists the director in supervision, evaluation, and discipline of personnel.
- Oversees and assists in the filing and representation of assigned cases; reviews dockets and conducts staff meetings.
- Attends meetings and makes presentations to elected officials, department heads, and employees.
- Assists in the drafting of contracts, policies, procedures, memoranda, and legal briefs.
- Attends Commissioners Court, county and district court proceedings.
- Acts as director of the Civil Legal Division in the absence of the Director.
- Assists elected officials and department heads in employment issues upon request by and with permission of Commissioners Court.
- Advises Commissioners Court and upon Court's request, provides advice and counsel to department heads and elected officials.
- Assesses and makes recommendations for preparation of the office's budget
- Performs any other duties as assigned.

# KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state and federal law.
- Knowledge of health and safety codes.

- Knowledge of trial proceedings.
- Knowledge of computers and job related software programs.
- Skill in the completion of legal research.
- Skill in producing persuasive legal arguments.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in training and supervising personnel.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

#### SUPERVISORY CONTROLS

The Director assigns work in terms of department goals and objectives. The director reviews work through conferences, reports, and observation of department activities.

#### **GUIDELINES**

Guidelines include statutes, case law, and state, federal and local regulations; county guidelines; and policy statements issued by the Court and the Director. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied legal, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to direct assigned operations of the Civil Legal Division Office. Success in this position contributes to the efficiency and effectiveness of department operations.

#### **CONTACTS**

- Contacts are typically with co-workers, other county employees, attorneys, law enforcement personnel, elected and appointed officials, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

### MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Must have three to five years of related experience; preferred.
- Current membership in the State Bar of Texas.

# OTHER REQUIREMENT/INFORMATION

Must possess a valid and current Texas driver's license.

to abide by all terms and conditions herein expressed or implied.

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is not covered under Civil Service; however, all other Webb County policies apply.

The undersigned have read, discussed and understand the full meaning of this job description and agree

## **ACKNOWLEDGEMENT**

Employee's Signature	Print Name	Date
Supervisor's Signature	Print Name	Date