



Chief Assistant General Counsel

Civil Legal Division

CLD/

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

