I. PURPOSE SUMMARY.
Under the general supervision of the County Attorney and Deputy County Attorney, performs In-house counsel duties such as legal research, providing oral and written legal opinions, attending public meetings and hearings. Defends and/or represents the county in limited litigation matters.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- Performs legal research and prepares written and oral opinions on various legal issues.
- Drafts legal documents.
- Prepares and presents information for meetings and hearings as assigned.
- Responsible for assigned support staff in delegation of duties, monitors and reviews work, and evaluates performance.
- Prosecutes violations of County ordinances and defends County in civil actions. Knows and abides by all department and County policies.

III. ADDITIONAL DUTIES.
Other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. A Juris Doctor or Bachelors of Laws and Letters degree from an American Bar Association accredited law school.

B. Experience. Minimum of one (1) year experience as a practicing attorney and prior local government experience preferred, but not required.

C. Education/Experience substitution. A Juris Doctor or Bachelors of Law Letters degree from any law school in conjunction with prior practice of law for at least four (4) of the last six (6) years may substitute for a degree from an American Bar Association accredited law school

D. Licenses/Certifications. A valid license to practice law in the State of New Mexico or qualify for limited public employee license pursuant to Rule 15-301.1 or admission by motion pursuant to Rule 15-107.
E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.). Must pass a background check, have a valid driver’s license and maintain a satisfactory driving record.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:
Must be knowledgeable of state and federal law, particularly administrative and regulatory functions; legal research techniques; management/supervisory principles and practices; and negotiation, mediation and conciliation principles.

Must have skill in representing the County in a variety of proceedings; using independent judgment in various situations and determining appropriate action; researching, analyzing and applying law; drafting documents using proper format, grammar, spelling, and punctuation; establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT.
The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee is responsible for independently planning, designing, and carrying out programs, projects, studies or other work. Results of work are considered technically authoritative. If work should be reviewed, the review concerns such matters as fulfillment of objectives, effect of advice, and influence over all program/department, or the contribution to the advancement of technology.

3. GUIDELINES AND JUDGMENT.
Guidelines are broadly stated and nonspecific; e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

4. PHYSICAL DEMANDS.
The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

5. WORK ENVIRONMENT.
The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated. Essential duties are performed indoors under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. SUPERVISORY RESPONSIBILITY.
Work is performed under general supervision of the County Attorney and Deputy County Attorney. Performs limited supervision of assigned support staff employees.

V. EMPLOYEE ACKNOWLEDGEMENT:
I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: ____________________________  

Employee  

Date