



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Assistant County Counselor II</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>County Counselor</u>	FLSA: <u>Exempt</u>	DATE: <u>07/2020</u>
DEPARTMENT: <u>County Counselor</u>	JOB CODE: <u>200</u>	

SUMMARY:

A highly responsible position that assists the County Counselor with the civil legal work for the county as contemplated under RSMo Secs. 56.631-56.660.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists the County Counselor in the representation of the County and all departments, offices, institutions, and agencies thereof, including representation in both state and federal court and before administrative agencies.

Under the general supervision of the County Counselor, represents the County of Boone and Boone County officials at civil court proceedings and assists in pre-trial and trial activities. Prepares memoranda, opinions, and related work as required. Conducts civil returns; conducts motion hearings; conducts bench trials; presents evidence at civil hearings; prepares and issues discovery; conducts proceedings before the Missouri State Tax Commission and its Hearing Officers. With limited supervision, drafts legal correspondence, petitions, pleadings, motions, and responses; files documents with the court.

Maintains proficiency in relevant Missouri and Federal law; responds promptly to inquiries from county offices and departments and advises on civil law matters; conducts legal research; reviews and drafts contracts and other documents; ensures legal issues are handled within office policy guidelines.

Prepares, reviews, and renders opinions on contracts, deeds, ordinances, resolutions, rules and regulations, proposed legislation, and other legal instruments for the County. Prepares

special reports, briefs, and opinions as required. Serves as acting County Counselor in the absence of the County Counselor.

Attends meetings and provides legal counsel as required; provides legal advice and assistance to the County Commission, County Elected Officials and County Department Directors.

Performs related work as needed or assigned.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets, and fax machines. This position is routinely in contact with the other Boone County employees, elected officials, members of other public entities, and members of the public.

MINIMUM QUALIFICATIONS:

1. Juris Doctorate Law Degree.
2. Valid license to practice law in Missouri.
3. Extensive knowledge of the principles and practices of the legal profession including skilled legal research, investigation, preparation, and presentation of cases in court or other formal litigation.
4. Comprehensive knowledge of court proceedings and the rules of evidence.
5. Knowledge of the operations of county government, county government law, and laws pertaining to public entities.
6. Ability to communicate complex ideas effectively, both orally and in writing, both to courts and lay persons.
7. Ability to establish and maintain effective working relationships with other employees, court officials, departmental directors, County elected officials, other governmental officials, members of boards and commissions, and the general public.

8. Excellent organizational skills.
9. Experience in public-sector law preferred.
10. Experience before administrative tribunals including the State Tax Commission preferred.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.