



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Legal Counsel</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>X</u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>County Counselor</u>	<b>JOB CODE:</b> 100	

**DEFINITIONS:**

Perform all civil legal work for the county as required under sections 56.631-.660 RSMo and any other services required under cooperative agreement.

**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.)*

Prepares, reviews, renders opinions on contracts, deeds, ordinances, resolutions, rules and regulations, proposed legislation and other legal instruments for the County. Prepares cases, conducts research, drafts pleadings and court presentations. Prepares special reports, briefs, and opinions as required.

Represents the county in prosecution of nuisance property violations, local ordinance and regulation violations, and mental health cases filed in accordance with RSMo Chapter 631 or 632. Oversees the retention of outside counsel in cases involving extensive or specialized litigation and participates in representing the county in major litigation.

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

Keeps current with laws and court decisions. Performs related work as needed or assigned.

**KNOWLEDGE AND SKILL:**

1. Extensive knowledge of the principles and practices of the legal profession including legal research, investigation, preparation and presentation of cases in court or other formal litigation.
2. Extensive knowledge of legal office procedures and practices and various codes and ordinances.
3. Extensive experience with local government law, administrative law, land use law, contract law, real estate law, employment law and various codes and ordinances.
4. Extended experience with operations of county government and county government law.
5. Ability to handle trial and appellate litigations.
6. Ability to communicate complex ideas effectively, both orally and in writing and to establish and maintain effective working relationships with the Commission, Elected Officials, Departmental Directors, county employees, court officials and the general public.

**MINIMUM QUALIFICATIONS:**

Juris Doctorate Law Degree, Valid license to practice law in Missouri. Prefer six years of experience practicing public sector law; or an equivalent combination of education and experience, must possess an excellent work history and attendance record.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)