



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Assistant County Counselor II</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>      </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>County Counselor</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> 200	

**DEFINITIONS:**

With general supervision, assists the County Counselor with the civil legal work for the county as required under sections 56.631-.660 RSMo.

**ESSENTIAL FUNCTIONS:**

Assists the County Counselor in the representation of the County in state and federal court.

Under the supervision of the County Counselor, represents the State of Missouri and Boone County officials at civil court proceedings; assists in trial preparation. Prepares memoranda, opinions, and related work as required. Assists County Counselor in preparing for civil returns, motion hearings; conducts bench trials; presents evidence at civil hearings. Drafts legal correspondence, petitions, pleadings, motions, and responses; files documents with the court

Maintains proficiency in relevant Missouri and Federal law; responds to inquiries and advises on civil law matters; conducts legal research; reviews 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 supervisor.

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

Performs related work as needed or assigned

**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 legal research, investigation, preparation and presentation of cases in court or other formal litigation.
- 4. Knowledge of the operations of county government and county government law.
- 5. Excellent ability to communicate complex ideas effectively, both orally and in writing.
- 6. Excellent 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.
- 7. Excellent organizational skills.
- 8. Experience in public sector law preferred.

**APPROVALS:**

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

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