



Grand Traverse County, MI Job Description

Deputy Civil Counsel

GENERAL SUMMARY

Primary function of the job is to act as Civil Counsel for Grand Traverse County and to have full authority to act in any civil matter in the absence of the Prosecuting Attorney. Supervises designated staff. Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Acts as civil counsel for the County when approved by the Board of Commissioners and the Prosecuting Attorney.
- Prosecutes all phases of trials, motions, hearings, and appeals, jury or non-jury, in District Court, Probate Court, Circuit Court, Court of Appeals, the Supreme Court, and Federal Courts, specifically with the primary focus on civil cases but is also expected to act on criminal matters.
- Conducts research and renders legal opinions and advice to the Board of Commissioners, County Administrator/Controller, County staff, and other elected officials and administrators on their rights, obligations and/or privileges and compliance with statutory and contractual obligations.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, regulations, and policies under the direction of the Prosecuting Attorney.
- Represents and defends the County, its administrators and elected officials in civil legal matters, and develops and prosecutes cases deemed necessary and instituted by the County.
- Supervises designated professional and support staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.

EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES (minimum requirements)

- Juris Doctorate Degree
- Two to four years of progressively responsible experience as an attorney of civil and municipal law matters
- Member in good standing of the State Bar of Michigan is required
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- The appointment to this position is at the discretion of the Prosecuting Attorney but salary, fringe benefits and other economic benefits may be in accordance with Grand Traverse County personnel policies. Depending on the nature and quality of civil legal services provided, the Board of Commissioners may provide, in its discretion, additional compensation in a mutually agreed manner and form
- Required to serve in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Chief Assistant Prosecuting Attorney classification, work focuses primarily on representing the County and its Board in legal civil and administrative matters.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Extensive knowledge and high degree of expertise regarding complex or major civil/felony prosecutions, with or without multiple defendants, such as homicides, controlled substance prosecutions, forfeiture law, search and seizure law
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitude
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently