

## ATTORNEY

### FUNCTION OF THE JOB

Under direction, to perform professional legal work and research including litigation in defense of Waukesha County; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides legal advice to the County Executive, the County Board, County Board Chair, Committees, department heads, issuing oral and written opinions concerning interpretation of the rights, duties, and powers of each under the Federal and State constitutions, statutes, administrative regulations, and the Waukesha County Code of Ordinances.
2. Represents the County in Court and before administrative bodies in the prosecution or defense of civil litigation, including appeals.
3. Examines complaints and petitions made to the office; decides their validity and disposition and prosecutes or otherwise disposes of them.
4. Prepares written reports and briefs concerning cases handled and their progress.
5. Conducts legal research and investigations that may include analysis of case law, statutory requirements, legal documents, and contracts.
6. Prepares legal documents, contracts, complaints, and pleadings, or drafts opinions, orders, or decisions.
7. Establishes and maintains effective working relationships with staff, departments, government officials, court officials, and the public.
8. Maintains prompt, predictable, and regular attendance.
9. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Comprehensive knowledge of legal research methods, principles, and source materials.
2. Considerable knowledge of civil laws and procedures of Wisconsin.
3. Considerable knowledge of Wisconsin State Statutes, the Administrative Code, and applicable case law.
4. Considerable knowledge of judicial procedures, rules of evidence, and the practices and techniques employed in the presentation of cases in court.
5. Working knowledge of federal and civil laws and procedures.
6. Working knowledge of the Waukesha County Code.
7. Ability to appraise and organize facts, and to effectively present materials in written or oral form.
8. Ability to establish and maintain effective public and working relationships.
9. Ability to effectively plead cases in court and to prepare oral and written agreements supportive of cases for Corporation Counsel's Office.
10. Ability to effectively present recommendations to judges, court commissioners, elected officials, various boards, committees, and/or commissions.
11. Ability to research, analyze, and interpret legal documents, statutes, and codes.
12. Ability to analyze and make recommendations regarding credibility, plausibility, and other determinations of fact.
13. Ability to exercise judgment in the interpretation and application of law to individual factual situations.
14. Ability to maintain accurate and complete records and to prepare clear and detailed reports.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

15. Ability to establish and maintain effective working relationships with staff, departments, government officials, court officials, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an ABA accredited law school.
2. Admission to the Bar in the State of Wisconsin.