

SENIOR ATTORNEY

FUNCTION OF THE JOB

Under direction, to perform complex professional legal work, including litigating in defense of Waukesha County or as statutorily required on behalf of the State of Wisconsin and/or the interests of the public, and rendering legal opinions; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides complex legal advice to the County Executive, County Board, County Board Chairman, Committees, department heads, issuing verbal and written opinions concerning interpretation of the rights, duties, and powers of each under the federal and state constitutions, federal and state statutes and 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 complex 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. Conducts difficult research and investigations that may include analysis of legal documents, instruments, contracts, and case law.
5. Prepares legal papers or contracts, complaints, or pleadings required to be executed in the course of business.
6. Prepares written reports and briefs concerning cases handled and their progress.
7. Analyzes and asserts appropriate defenses for civil litigation; engages in settlement negotiations and discussions; has limited settlement authority; recommends settlements to County Executive and/or County Board.
8. Drafts ordinances and resolutions as requested by department heads, County Executive, and County Board Supervisors.
9. Develops training materials and conducts training sessions for County staff and departments, outside agencies, the private bar, and/or members of the public on specific legal services and topics.
10. Develops and maintains effective working relationships with staff, departments, government officials, court officials, and the public.
11. Maintains prompt, predictable, and regular attendance.
12. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the civil laws and procedures of Wisconsin.
2. Thorough knowledge of Wisconsin State Statutes, the Administrative Codes, and applicable case law.
3. Thorough knowledge of judicial procedures and the practices and techniques employed in the presentation of cases in court.
4. Thorough knowledge of the methods and source materials of legal research.
5. Comprehensive knowledge of Waukesha County Code, Rules of Order, and applicable rules of parliamentary procedure.
6. Comprehensive knowledge of federal and civil laws and procedures.
7. Ability to research, analyze, and interpret legal documents, statutes, and codes.
8. Ability to appraise and organize facts, and to effectively present material in written or verbal form.
9. Ability to maintain accurate and complete records and prepare clear and detailed reports.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

10. Ability to effectively plead cases in court and to prepare oral and written agreements supportive of cases.
11. Ability to effectively present recommendations to judges, court commissioners, elected officials, various boards, committees, and commissions.
12. Ability to exercise judgment in the interpretation and application of law to complex factual situations.
13. Ability to establish and maintain effective working relationships with staff, departments, government officials, court officials, and the public.
14. 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.
3. Three (3) years of work experience as a practicing attorney including legal research and preparation and trial of cases.