

PRINCIPAL ASSISTANT CORPORATION COUNSEL

FUNCTION OF THE JOB

Under direction, to assist in the administration, coordination, and operation of the Corporation Counsel's Office; performs complex professional legal work and to render 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, law enforcement agencies, other agencies, and the public, issuing oral 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. Assists in the administration of the department and may assume duties of the Corporation Counsel in the absence of the Corporation Counsel.
3. Assigns, trains, reviews, coordinates and directs the work of staff including attorneys and senior attorneys.
4. Undertakes difficult or complex special investigations or assignments.
5. Conducts difficult research and investigations that may include analysis of legal documents, instruments, contracts, and case law.
6. Represents the County in court and before administrative bodies in the prosecution or defense of complex civil litigation, including appeals.
7. Prepares legal papers, contracts, bids, requests for proposals, complaints, or pleadings required to be executed in the course of business.
8. Examines complaints and petitions made to the office, particularly those of a serious or complex nature; decides their validity and disposition and prosecutes or otherwise disposes of them.
9. Prepares written reports and briefs concerning cases handled and their progress.
10. 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.
11. Drafts ordinances and resolutions as requested by department heads, County Executive, and County Board Supervisors.
12. Review all ordinances and resolutions proposed for legal form and content prior to submission to County Board.
13. Provides legal, legislative, and case update information to staff attorneys, law officers, and County departments.
14. Develops training materials and conducts training sessions for County staff, outside agencies, or member of the public on specific legal services or topics.
15. Monitors the activities of outside legal counsel.
16. Establishes and maintains effective working relationships with staff, departments, government officials, court officials, and the public.
17. Maintains prompt, predictable, and regular attendance.
18. Makes recommendations on the selection of corporation counsel attorneys and staff through the screening of applications and interviewing of prospective employees.
19. May prepare the budget for a division of the department.
20. May monitor expenditures and revenues and preparing a variety of regular reports.
21. Administers and maintains the County Law Library.
22. May direct and monitor performance measures of programs to ensure continued funding from the State.
23. May monitor, apply for, and track government grants.
24. 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 Waukesha County Code, Rules of Order, and applicable rules of parliamentary procedure.
4. Thorough knowledge of judicial procedures and practices and techniques employed in the presentation of cases in court.
5. Thorough knowledge of federal and civil laws and procedures.
6. Thorough knowledge of the methods and source materials of legal research.
7. Working knowledge of administrative, managerial, and supervisory principles and practices.
8. Working knowledge of the modern principles, practices, and procedures of general accounting, payroll management, administration, and management, or appropriation and budgeting, as applied to governmental entities.
9. Ability to research, analyze, and interpret legal documents, statutes, and codes.
10. Ability to appraise and organize facts, and to effectively present material in written or verbal form.
11. Ability to establish and maintain effective working relationships with staff, departments, government officials, court officials, and the public.
12. 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.
13. Ability to maintain accurate and complete records and prepare clear and detailed reports.
14. Ability to effectively plead cases in court and to prepare oral and written agreements supportive of cases.
15. Ability to effectively present recommendations to judges, court commissioners, elected officials, various boards, committees, and commissions.
16. Ability to exercise judgment in the interpretation and application of law to complex factual situations.
17. Ability to plan, organize, assign, train, review, coordinate, and direct the work of others.

Training and Experience

1. Graduation from an ABA accredited law school.
2. Admission to the Bar in the State of Wisconsin.
3. Five years of work experience as a practicing attorney including legal research and preparation and trial of cases.