

## CORPORATION COUNSEL

### FUNCTION OF THE JOB

To be responsible for the development, administration, and direction of the activities of the Corporation Counsel's Office.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the department head and directs the entire operation of the department.
2. Serves as legal advisor to the County Executive, County Board, County Board Chairman, Elected Officials, Committees, and department heads, 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.
3. Serves as the County HIPAA Privacy Officer and bears responsibility for the development and implementation of, and compliance with, policies and procedures relating to privacy as required by the HIPAA Privacy Rule.
4. Responsible for the selection and direction of all legal counsel for the County both internal and external.
5. Directs the representation of the public in all child/juvenile in need of protection services and termination of parental right cases; all mental health commitment and guardianship cases; enforcement for the state in child support establishment and enforcement matters.
6. Directs the administration of the child support program to ensure the enforcement of child support obligations owed by absent parents.
7. Represents the County in court and before administrative bodies in the prosecution or defense of complex civil litigation, including appeals.
8. Directs the preparation of legal papers or contracts required to be executed in the course of business.
9. Directs the review of all resolutions and ordinances to be presented to the County Board in order to ensure that actions to be taken are consistent with existing laws, rules, and regulations.
10. Prepares and administers the department annual budget.
11. Directs the selection, supervision, assignment, evaluation, and the handling of personnel problems of department staff, and authorizes corrective action.
12. Acts as parliamentarian for the County Board at all meetings, advises County Board on any legal issues, and presents recommendations for the compromise of litigation.
13. Establishes and maintains effective public and working relationships with departments, municipalities, court officials, customers, and the media.
14. Maintains prompt, predictable, and regular attendance.
15. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the civil laws and procedures of Wisconsin and United States.
2. Thorough knowledge of Federal and Wisconsin statutes, administrative codes, and regulations.
3. Thorough knowledge of judicial procedures and the practices and techniques employed in the presentation of cases in court.
4. Thorough knowledge of Waukesha County Code, Rules of Order, and applicable rules of parliamentary procedure.
5. Thorough knowledge of federal civil laws and procedures.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

6. Thorough knowledge of the methods and source materials of legal research.
7. Thorough knowledge of the administrative, managerial, and supervisory principles and practices.
8. Ability to communicate effectively in writing and verbally.
9. Ability to effectively plead cases in court and to prepare oral and written arguments supportive of cases.
10. Ability to deal tactfully with the public and representatives of other governmental units.
11. Ability to direct, plan, organize, assign, supervise, and review the work of others.
12. Ability to effectively present recommendations to elected officials, various Boards, Committees, and Commissions.
13. Ability to establish and maintain effective working relationships with departments, municipalities, court officials, customers and the media.
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. Six (6) years of work experience as a practicing attorney.