

**Jefferson County
Position Description**

Name:		Department:	Corporation Counsel	
Position Title:	Assistant Corporation Counsel	Pay Grade:	13	FLSA: Exempt
Date:	Revised September 2024	Reports To:	Corporation Counsel	

Purpose of Position

Under the general direction of the Corporation Counsel, the purpose of this position is to provide legal services, representation, and advice to Jefferson County Administrator, County Board of Supervisors and its committees, and County officers and departments.

Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

Corporation Counsel Department duties:

- Attends meetings of the County Board and designated County Committees, Boards, Commissions and other county bodies, when needed.
- Provides legal advice and opinions to the County Board and to the various county Committees, Boards, Commissions and other county bodies.
- Prepares resolutions, ordinances, and reports as needed.
- Collects delinquent taxes through foreclosure of real estate.
- Manages claims and suits against the County, including assisting the County's liability insurance carriers in the defense of claims and lawsuits.
- Assists in the preparation of bids and contracts for public works projects and for services rendered to the County.
- Represents the Planning and Zoning Department in the enforcement of zoning ordinances, including the trial of contested matters.
- Provides legal representation for Jefferson County in mental health and alcohol commitment, guardianships, and protective placement proceedings.
- Assists HIPAA Privacy and Security Officers with legal interpretation, including enforcement and investigation of possible violations.
- Assists the County in labor negotiations, grievances, employee investigations and other personnel matters when needed.
- Serves as Acting Corporation Counsel during Corporation Counsel's absence
- Acts as Assistant County Administrator when authorized and directed by the County Administrator.

Human Services Department duties:

- Represents the interests of Jefferson County Human Services Department at trial court and appellate level in Termination of Parental Rights (TPR), Children in Need of Protection and Services (CHIPS), administrative appeals regarding substantiated determinations of child abuse or neglect, and juvenile guardianship cases.
- Makes independent decisions concerning preparation, discovery, pre-trial litigation and trial of cases in areas of responsibility, under the direction of the Corporation Counsel.
- Researches and drafts legal memoranda or briefs which advise elected officials, the County Administrator, department heads and county staff on specific issues of law.
- Drafts or supervises drafting of legal documents and correspondence by paralegal staff.
- Keeps current on new laws and regulations and inform other members of the staff of new laws or regulations that affect their work.

Child Support Agency Duties:

- Represents the interest of the State of Wisconsin and appears in court in legal actions to establish, enforce and modify child support, establish paternity and establish and enforce medical support as well as related matters.
- Performs legal research related to child support matters and negotiates settlements.
- Prepares, reviews, approves and files actions, legal documents and correspondence with the court through the electronic filing portal (e-filing).
- Reviews, interprets, implements and keeps current on Federal and State child support laws, administrative rules, regulations and procedures.
- Interprets law, policy and answers legal questions for agency staff.
- Communicates with case parties to explain policy, answer questions and negotiate agreements

General duties:

- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- While each Assistant Corporation Counsel is typically assigned to specific practice areas, they may be called upon to support or assume responsibilities in other areas as needed.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- None

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris doctorate from an accredited law school
- Minimum of three years' experience in the professional practice of law

Other Requirements – Certificates/Licensures

- Licensed to practice law in the State of Wisconsin
- Valid driver's license.
- Must be able to pass an FBI criminal background check and a financial background check.

Preferred Training and Experience to Perform Essential Job Functions. *In addition to the required qualifications listed above, the following would be beneficial to perform the essential job functions.*

- Five years' experience in the professional practice of law
- Significant trial experience and prior practice in family and/or juvenile law

Knowledge, Skills, Abilities

- Thorough knowledge of relevant federal and state law affecting the Human Services and Child Support Departments, especially Wisconsin Statutes Chapters 48 and 767.
- Thorough knowledge of trial procedure and the rules of evidence
- Working knowledge of administrative, managerial, and supervisory principles and practices.
- Ability to research, analyze, and interpret legal documents, statutes, and codes.
- Ability to organize facts and to effectively present material in written or oral form.
- Ability to establish and maintain effective relationships with the public and Jefferson County staff.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to effectively argue cases in court and to prepare oral and written agreements for resolution of contested cases.

- Ability to effectively present legal advice and recommendations to judges, court commissioners, the County Administrator, elected officials, various boards, committees, and commissions, and county staff.
- Ability to exercise judgment in the interpretation and application of law to complex factual situations.
- Ability to plan, organize, assign, train, review, coordinate, and direct the work of others.

Supervision

Involves leadership role such as occasional directing of others to complete assignments; others may include work-study students, temporary support, part time staff, or other individuals temporarily assigned in one’s area of responsibility.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

- While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear.
- The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does generally occur, but may occur when lifting boxes, books or paper.
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment. *The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

- While performing the duties of this position, the employee is not regularly exposed to adverse conditions.
- The noise level in the work environment is usually moderate.
- This position requires traveling throughout the County.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
