



Assistant Corporation Counsel

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

Are you a skilled legal professional with a passion for public service and shaping the future of local government? Jefferson County is looking for a dynamic and motivated individual to join our team as our key legal advisor and advocate. This is an opportunity to protect the interests of our community, guide policy development, and play a vital role in shaping Jefferson County's future!

SOME ESSENTIAL RESPONSIBILITIES

Under the leadership of the Corporation Counsel, you will have a direct impact on decisions by providing expert legal guidance to the County Administrator, Board of Supervisors, and our diverse range of departments.

Join our team and use your legal expertise in a meaningful way, contribute to the community, and enjoy the satisfaction of seeing the results of your work every day!

General Corporation Counsel's Duties:

- At the direction of the Corporation Counsel, provide a wide range of legal services and legal advice to the County Executive, County Board of Supervisors and its committees, and County officers, departments, and boards and commissions.
- Research and draft legal memoranda or briefs which advise elected officials, the County Administrator, department heads and county staff on specific issues of law.
- Research and deliver legal opinions related to County/agency programs, practices, and procedures, and proposed legislative changes.
- Represent the public when prosecuting involuntary mental, drug, and alcohol commitments in Chapter 51, adult guardianships under Chapter 54, and protective placements under Chapter 55.
- Prosecuting Chapter 48 (CHIPS and TPR cases) on an as-needed basis
- Advise and represent the County in all civil legal proceedings involving the County including zoning ordinance violations and public health violations.
- Prepare, draft, and file legal documents including pleadings, discovery, motions, judgments, appeals, and related reports necessary for litigation;
- draft opinions, orders, and decisions.
- Provide legal representation for County departments in state and federal court and before state and federal agencies.
- Provide legal advice, research, and representation on real estate transactions and property related issues.
- Represent and advise the Human Resources Department in personnel related and employment law matters at the direction of the Corporation Counsel.
- Review and draft contracts and leases when the County is a party.

Child Support Agency Duties:

- Represent the interest of the State of Wisconsin and appear 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.
- Perform legal research related to child support matters and negotiate settlements.
- Prepare, review, approve and file actions, legal documents and correspondence with the court through the electronic filing portal (e-filing).
- Review, interpret, implement and keep current on Federal and State child support laws, administrative rules, regulations and procedures.



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Requirements:

- Juris Doctorate from an ABA-accredited law school.
- Minimum of three years' experience in professional practice of law.
- Licensed to practice law in Wisconsin, and Valid driver's license.
- Must be able to successfully pass an FBI background check and financial background check.

Wage & Benefits

The starting hourly wage range is \$45.44 per hour depending on qualifications. Full range extends to \$52.40/hour.

Benefit Highlights

Paid vacation Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*

* Life insurance* Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*

*Group Life insurance *

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at

www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer