



## 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

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.

### SOME ESSENTIAL RESPONSIBILITIES

*The responsibilities of this role are evenly divided with 50% of the responsibilities focused on Human Services, and 50% focused on the Child Support Agency.*

#### **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

#### **Requirements:**

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

#### ***Wage & Benefits***

The starting hourly wage range is \$40.77 - \$43.09 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](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*