



## Salt Lake County Job Description

### Legal Counsel

**DEPARTMENT:** Council

**DIVISION:** Council/7010

**JOB CODE:** 047 **GRADE:** 001

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 05/02/2019

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

The Legal Counsel serves in a close and-confidential relationship with the County Council and is responsible to provide information and alternatives that help shape public policy for the County. The incumbent shall be present in the council offices at such times and in accordance with such schedules as are required by the SLC Council and its Executive Committee.

Performs/participates high level policy development and implementation. Works in a close confidential relationship with the ~~Elected Official~~. Council's nine Elected Officials and Council staff.

#### **RECOMMENDED QUALIFICATIONS**

Juris Doctorate degree from an accredited college or university, plus ~~five (5) years of related experience~~. relevant experience of at least seven (7) years.

Must be a member of the Utah State Bar Association.

Due to the nature of this position, the successful applicant must ~~successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Identification (BCI)~~. continuously satisfy the Bureau of Criminal Identification's requirements, and successfully pass an initial criminal background check. Follow-up criminal background tests will occur once every two years.

~~The ideal candidate would possess experience working in a legislative setting and Salt Lake County work experience involving legal issues and the county's budget process.~~

The ideal candidate will have familiarity with the legislative process and with legal issues in a county, municipality or other local governmental entity.

Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Provides research to individual Council members, as requested, on actual or proposed legislation as well as on subjects of general legislative concern.
- Prepares and assists in the preparation of ordinances, resolutions, memorials, amendments and other documents or instruments required in the legislative process and gives assistance and counsel regarding them to the Council, any of its members, members-elect, committees, subcommittees, or the Council staff.
- Formulates recommendations for the revision, clarification, classification, arrangement, codification, annotation and indexing of ordinances and county-wide policies and develops proposed legislation that incorporates the recommendations.
- Coordinates with the various divisions of the District Attorney's office in the provision of legal services and rendering of legal advice by that office. Such coordination shall include ~~the definition of~~ defining relevant legal issues, ~~the identification of~~ identifying possible legal approaches and solutions, ~~clarification of~~ clarifying Council objectives, and ~~such assistance as the District Attorney's office may desire with respect to its delivery of legal services and status of existing legal actions involving~~ delivering legal services consistent with the policies set forth by the Council.
- Reviews all proposed State legislation affecting the operations of the County and all proposed County ordinances or county-wide policies affecting the operations of the County and formulates recommendations for the Council and individual Council members.
- As directed by the Council, or by its Executive Committee, attends meetings and represents the Council before the legislature, municipalities, other counties, the Utah Association of Counties or other governmental entities on matters relevant to the Council's legislative or budgetary responsibilities.
- Researches, develops and drafts operational policies and procedures governing the internal operations of the Council.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Principles of civil law
- Judicial procedures
- Rules of evidence
- State and Local government law

### **Skills and Abilities to:**

- Analyze and distill complicated legal issues and communicate the policy options associated with those issues clearly and effectively—both verbally and in writing
- Establish and maintain effective working relations with County officials, court officials, other County employees, and the public
- Train and develop subordinate professional employees in legal research and presentation methods and procedures
- Research effectively and acquire and retain familiarity with sophisticated and rapidly changing principles of law, and apply principles to complex factual situations
- Organize, analyze, and retain familiarity with large numbers of complex court cases
- Under potentially hostile and stressful circumstances, glean and rapidly assimilate facts; respond to impromptu questions; examine witnesses effectively; and argue persuasively, ~~all under hostile and stressful circumstances~~

- Concentrate and function effectively and usually independently under heavy workload demands in matters of serious consequence or involving the welfare of lives and property
- ~~Review and monitor the work of less senior attorneys~~
- Handle a wide range of state and local government issues at the highest professional level

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting.

#### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This is an appointed at-will position without tenure and is exempt from the career service system.

Revised Date/Consultant's Initials: