



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: 05/05/2019

SAFETY SENSITIVE: No

JOB SUMMARY

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

Performs/participates high-level policy development and implementation. Works in a close confidential relationship with the Council's nine elected officials and the council staff.

RECOMMENDED QUALIFICATIONS

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

Must be a member of the Utah State Bar Association.

Due to the nature of this position, the successful applicant must continuously satisfy the Bureau of Criminal Identification's requirements. This requires passing an initial criminal background check, as well as every two years thereafter.

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 legal and 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 includes: defining relevant legal issues, identifying possible legal approaches and solutions, clarifying Council objectives, and 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
- Effectively research, acquire and maintain familiarity with sophisticated and rapidly changing principles of law, and apply those principles to complex factual situations
- Organize, analyze, and maintain 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.
- Concentrate and function effectively and usually independently under heavy workload demands in matters of serious consequence or involving the welfare of lives and property
- 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: