



CLASS SPECIFICATION

Class Title: Senior Civil Counsel
Department: Attorney
FLSA Status: Exempt

Class Code: 875
Eff Date: 08/12/19
Grade: 36

GENERAL PURPOSE

Under general guidance and direction from the County Attorney and Chief Civil Deputy, the Senior Civil Counsel frequently handles complex and difficult legal matters within the Civil Division of the County Attorney's Office. The legal matters this position handles may often have a significant impact on the public, the County's relations with other state and local agencies, and the County's operations, procedures, and practices. The Senior Civil Counsel performs his or her duties with limited supervision and applies professional judgment in providing legal advice and support to County departments. The Senior Civil Counsel will often be asked to interact with state, county, or municipal officials or representatives. This position is a work leader attorney responsible for mentoring and training other attorneys in the Civil Division.

EXAMPLE OF DUTIES

Provides guidance/direction to other attorneys. Trains and mentors other attorneys in legal research, analysis, writing and presentation methods and proceedings. When requested, may instruct and direct other professional and clerical employees.

Appear in, prosecute, and defend complex civil actions in which the County is a party.

Act as a civil legal advisor to the County involving complex issues, matters or concerns. Prepares and reviews legal opinions and advises elected officials, department heads, boards, councils, and employees on legal matters. Represents the county as well as department heads and other employees.

May be assigned to any legal work in the Civil Division in the County Attorney's Office. Majority of assignments are usually specialized and involve specific and often complex assignments and responsibilities for advising a particular department or in a specialized area of legal expertise.

Reviews and drafts policies, ordinances, legislation, resolutions, contracts, and memoranda for study and consideration by County Attorney, Chief Civil Deputy Attorney and/or other County officials.

Negotiates terms and conditions of contracts as directed.

When requested, reviews and responds to media requests.

Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases within the Civil Division; organizes and analyzes facts, evidence and proceedings and effectively presents material orally and in writing; provides legal advice and prepares formal legal opinions on a wide range of problems for various Davis County departments and law enforcement agencies.

Acquires and retains familiarity with sophisticated and rapidly changing principles of law and apply legal principles to complex factual situations.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited law school with a Juris Doctorate degree, plus twelve (12) years of full-time experience practicing law, at least six (6) years of which must include local government law practice.

This classification is not included in the career ladder progression.

2. Special Requirements:

Must be an active member of the Utah Bar Association, and must be a member in good standing.

Must furnish personal transportation for on-the-job travel; employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Extensive knowledge of: civil laws and state statutes, judicial procedures and rules of evidence; the principles, practices and methods used in research; departmental policies, procedures, and practices.

Skill in: litigating; conducting legal research; legal writing including briefs and memos; analytical problem solving; making decisions under adversarial circumstances.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: train and develop subordinate professional employees in legal research and analysis, writing and presentation methods and proceedings; review the work of subordinate attorneys; draft legal documents and proposed legislation; apply legal principles and knowledge to individual cases and problems; analyze facts and evidence and apply them to individual cases;



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effectively present material, orally and in writing; retain familiarity with a high volume of complex court cases; rapidly assimilate facts; respond extemporaneously; argue persuasively, under hostile and stressful circumstances; write briefs, legal memoranda and opinions clearly, concisely and grammatically correct; speak clearly and concisely; coordinate multiple tasks efficiently; follow written and oral instructions; communicate effectively (verbally and in writing); establish and maintain effective working relationships with supervisor, department heads, elected officials, other employees, administrative and court officials and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 09/09/2019

Department Approval: Neal Geddes

Classification Approval: Jana Bake