

KENDALL COUNTY JOB CLASSIFICATION

TITLE: GENERAL COUNSEL

CLASSIFICATION: 23

GENERAL SUMMARY

Appointed by the Commissioners Court, and under general supervision of the County Judge and Commissioners, the purpose of the position is to serve as legal counsel to the Commissioners Court. Persons in this classification are responsible for providing legal advice and opinions to the Commissioners Court and other duties as assigned by the Court.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

- Functions as primary legal counsel to the County Judge, Commissioners Court and County Departments.
- Provides legal counsel to elected officials when requested.
- Serves as probate staff attorney for County Judge upon request.
- Renders oral and written legal opinions to the County Judge and Commissioners on matters relating to the operation of county government.
- Renders legal decisions to the County Judge and Commissioners that have countywide, and/or long-term implications.
- Assists the County Judge's office in the preparation of notices of meetings of the Commissioners Court, the agenda for meetings and other public notices as required.
- Attends regular and special meetings of the Commissioners Court as directed to provide legal advice and clarify County policy.
- Assists the County Judge's office in the preparation of minutes and/or certified agendas of the meetings of the Commissioners Court
- Drafts county orders and resolutions.
- Drafts or reviews deeds, easements, rights-of-way, releases, contracts and other legal instruments that involve the county.
- Remains informed of state and federal legislation and judicial decisions that might impact county government.
- Conducts legal research as needed.
- As directed, attends meetings with County officials, employees, representatives of other governmental units, businesses, and/or the public.
- Represents County in land purchases, sales and leases.
- Serves on committees responsible for drafting and amending County personnel policies and development rules.
- Functions as liaison with legal personnel at the Attorney General's office, the Texas Association of Counties and legal departments of other offices concerning civil matters.
- Prepares and monitors the Office of General Counsel's annual budget.
- Supervises any assigned personnel including instructing, assigning, reviewing and planning the work of others; monitoring work standards; coordinating operations; allocating personnel and equipment; and recommending employee hiring, transfers,

promotions, and salary increases; reviews personnel complaints and takes appropriate action; follows disciplinary procedures as needed for individual personnel including counseling, evaluation, and dismissal.

- Provides for continuing education for any assigned staff.
- Monitors the work of any outside attorneys hired by or provided for the County other than the Criminal District Attorney and attorneys assigned to that department.
- Represents or assists in the representation of the County in all civil legal matters.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal and State court decisions that affect Texas counties.
- Federal, state, and local laws and protocols related to Commissioners Court.
- State laws that relate to the operation of Texas counties including laws relating to competitive bidding, open meetings, public information and ethics.
- The general legal limitations of Texas counties and governmental entities in general.
- Laws and regulations relating to the employment of public employees.
- County orders, policies and procedures.
- Correct English usage and grammar.
- Modern office procedures and equipment.

Ability to:

- Read, understand, interpret, explain to others and follow federal and state laws and regulations related to Texas counties and the Commissioners Court.
- Read, understand, interpret, explain to others and follow County orders, policies, procedures, and other legal documents.
- Read, understand, interpret and explain to others local ordinances and codes.
- Prepare, organize and maintain legal records.
- Establish and maintain effective working relationships with the members of the Commissioners Court, other elected officials, county department heads and county employees.
- Negotiate with others in an amicable maner and resolve disputes.
- Prepare and follow departmental budget.
- Operate standard office equipment, such as computers, calculators, and telephones.

- Supervise any assigned employees and provide evaluation and counseling in regards to performance of job duties.
- Exercise judgment, decisiveness, and creativity required in stressful situations.
- Communicate verbally and in writing so as to allow comprehension by others.
- Follow safe work practices including workplace safety policies and procedures.

Physical Demands

.While performing the duties of this job, the employee is regularly required to:

- Lift and/or move objects weighing up to 25 pounds.

Education and/or Experience

- Requires Juris Doctorate degree from an accredited law school.
- Requires five years legal experience with three years experience working with governmental entities.
- Ten years legal experience, with five years experience working with governmental entities preferred.

Certificates, Licenses, Registrations

- State of Texas licensed attorney.
- Ability to maintain continuing education requirements of the State Bar of Texas.
- Current Texas drivers license.

Salary

- \$90,000.00 or commensurate with experience and fitness for the position