

Job Description

Job Title: Assistant County Counselor Job Code: 902100 Job Family: Legal
Pay Grade: JC.20.20 FLSA: Exempt EEO: Professionals
Department/Agency: Countywide Position Number(s): Multiple
Recommended Position Title(s): Assistant County Counselor

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Serves as lead counsel working with and advising assigned County Department/Agency and also elected/appointed officials including County Commissioners, Sheriff and County Auditor. Applies previously described legal expertise to responsibly and effectively develop complex strategies, pro-active strategies, arguments and provide such services and work product as necessary, including any evidence in preparation for court or other proceedings, persuasive legal argument, for presentation of cases; represents the County in meetings, administrative hearings, depositions, arbitrations, trials and appeals.
- Applies previously described legal expertise to responsibly and effectively present high level, complex, legal topics to the county officials, other counsel, Board or other meetings, or court, most commonly within area of expertise.
- Develops innovative solutions for difficult, complex and systemic issues that may have precedent-setting implication for the County, and strategically evaluates County actions to present ramifications for understanding and evaluation by all levels of decision-makers.
- Conducts complex legal research and investigations of claims and defenses; develops oral and written advice and presents recommendations to management; produces services and work product necessary for the completion of County business, including reports, contracts, resolutions, financial documents, correspondence, pleadings, legislation and renders legal opinions; provides strategic input toward the development of the County to include on-going review and implementation of policies and procedures and their application in a lawful and consistent manner within area of expertise.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Juris Doctorate, active Kansas License to practice law, and twelve (12) years of experience exhibiting technical and operational mastery of the law are required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Previous public sector experience is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.