



Rick Staly, Sheriff

# FLAGLER COUNTY SHERIFF'S OFFICE

*"An honor to serve, a duty to protect."*

## Open Position Announcement

**Posting Date:**      **Open Until Filled**

**Position Title:**      **General Counsel**

The Flagler County Sheriff's Office is currently seeking interested and qualified candidates for the Executive level position of GENERAL COUNSEL.

Flagler County is located on the East coast of Florida on the Atlantic Ocean between Daytona Beach and the St. Augustine/ Jacksonville area and has a population of approximately 115,000 inhabitants covering an area of 570 total square miles. The Flagler County Sheriff's Office has over 300 employees and is the largest law enforcement agency within the County.

The position General Counsel will report directly to the Sheriff by providing legal representation and consultation services.

## JOB DESCRIPTION

- Supervising Report Review and is responsible for the overall direction, coordination and evaluation of the General Counsel office.
- Researching, writing and/or reviewing bulletins, agency policies, contracts, legislative proposals, litigation documents, and other related material.
- Litigating Forfeiture cases, public records lawsuits, and other miscellaneous cases generally at the trial court level and occasionally at the appellate court level.
- Handles motions of returned property, rules to show cause and other legal proceedings.
- Interfaces with the State Attorney's office, Judiciary, and other components of the local criminal justice system on behalf of the agency.
- Represents the agency during investigations and/or reviews conducted by state and federal agencies.
- Coordinates with additional outside counsel, as needed, on specialized assignments.
- Acts as the agency liaison for the Florida Sheriff's Risk Management pertaining to claims and litigations.
- Reviews internal administrative investigations that may result in disciplinary actions.
- Participates in Collective Bargaining preparations and negotiations. Acts as consultant and subject matter expert on all other labor and personnel related issues.
- Prepares training material, to include presentations, lesson plans and in-house training sessions.
- Remains current on legislative and case law.
- Provides legal counsel to all FCSO components.
- Performs all others additional duties as assigned by the Sheriff.

## REQUIREMENTS

- Must possess a BA/BS degree and a Juris Doctorate (JD) degree from a law school accredited by the American Bar Association.
- Must be a member in good standing in the Florida Bar
- Must have a minimum of three (3) years of experience and/or training in litigation and local government law with an emphasis on forfeiture, criminal law, civil law, constitutional law, collective bargaining and employment law; or possess an equivalent combination of both education and experience.

**MINIMUM SALARY:** \$91,000.00 DOQ.

## HOW TO APPLY

Interested and qualified applicants should email resume and cover letter to: [llawson@flaglersheriff.com](mailto:llawson@flaglersheriff.com); or mail to: Flagler County Sheriff's Office, P.O. Box 879, Bunnell Florida 32110. Attention: Human Resources Section. Website: [www.flaglersheriff.com](http://www.flaglersheriff.com). FCSO is a Drug-Free Workplace. EOE/VP. Open until filled.

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*An Accredited Law Enforcement Agency*

