

FLAGLER COUNTY SHERIFF'S OFFICE



General Counsel

Pay Grade:	26	Assignment:	Legal
Status/Rank:	Exempt	Work Class:	Professional
Retirement Class:	Senior Management	Supervises:	None
FLSA Class:	Exempt	Supervised by:	Sheriff

An individual in this position is the General Counsel for the Flagler County Sheriff's Office and must meet all criteria required of that position.

I. DESCRIPTION OF POSITION

The General Counsel provides legal representation and consultation services for the Sheriff and agency personnel on Agency litigation, training, operational, collective bargaining, personnel and legislative matters by performing the following duties. Reports directly to the Sheriff.

II. DUTIES AND RESPONSIBILITIES*

This position includes the following. Other duties may be assigned.

The position holder must remain current on developments in legislation and case law. Provides legal counsel to all FCSO components. Responds to requests for legal advice about agency business from FCSO personnel throughout the agency.

The position holder researches, writes, and/or reviews legal bulletins, agency policies, contracts, legislative proposals, litigation documents, and related material.

Prepares training materials, including presentations, handouts, and lesson plans and presents them at in-house training sessions. Attends staff meetings and reports information.

Litigates forfeiture cases, public records lawsuits, and other miscellaneous cases, generally at the trial court level and occasionally at the appellate court level. Handles motions to return 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/reviews conducted by state and federal agencies.

The position holder coordinates with outside counsel as needed on specialized assignments. Acts as FCSO liaison for purposes of Florida Sheriffs Risk Management claims and litigation (e.g., tracks and documents case progress, consults with outside counsel about a variety of issues; represents the Sheriff at mediations and trials).

The position holder will review administrative investigations that may result in termination.

The position holder will participate in collective bargaining preparations and negotiations and consults on other labor-related issues.

Other tasks assigned by the Sheriff or Designee.

*This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of specific job functions or tasks does not absolve an employee from being required to perform additional tasks incidental to or inherent in the position.

III. SUPERVISORY RESPONSIBILITIES

Supervises employees in Report Review and the Paralegal/Administrative Assistant and is responsible for the overall direction, coordination, and evaluation of the General Counsel's Office.

Position Holder must carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: training employees; planning, assigning, and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

III. SPECIAL REQUIREMENTS

This position is an executive position required to work days, evenings, nights, or holidays as deemed necessary by procedure or directive of the Undersheriff or Sheriff.

This position is accountable for the actions of personnel assigned to the Neighborhood Services Division.

This position holder acts in the interest of the Sheriff and his Office.

IV. WORK CONDITIONS

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of his job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.

This position will be required to work days, evenings, nights, weekends, and holidays.

The position holder must be available 24 hours a day, seven days a week and willing to respond to all operational needs.

NOTE: Employees are not required to expose themselves to unnecessary dangers or to perform a potentially life threatening task in which they are not qualified to perform.

V. QUALIFICATIONS

A. EDUCATIONAL REQUIREMENTS

The position holder requires a Law Degree..

<input type="checkbox"/>	High School/GED		
<input type="checkbox"/>	Associates Degree	<input type="checkbox"/>	Preferred
<input type="checkbox"/>	Bachelors Degree	<input type="checkbox"/>	Preferred
<input type="checkbox"/>	Masters Degree	<input type="checkbox"/>	Preferred
<input checked="" type="checkbox"/>	Juris Doctor Degree	<input checked="" type="checkbox"/>	Required

B. EXPERIENCE AND TRAINING

Position holder must have three (3) years of experience and/or training in litigation and local government law with emphasis on forfeiture, criminal law, civil law, constitutional law, collective bargaining and employment law; or equivalent combination of education and experience

C. CERTIFICATION AND LICENSING

Must have a valid Florida driver's license. Use of agency vehicle would require appropriate driving history.

Must be a member of the Florida Bar and licensed to practice law in Florida.

D. PHYSICAL REQUIREMENTS

The physical demands described here are representative but not inclusive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be offered to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; talk and hear.

The employee frequently is required to sit.

The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus

VI. KNOWLEDGE, SKILLS, AND ABILITIES

The position requires the ability to support the agency's goals and objectives by utilizing discretion and independent judgment in performing essential job functions of a complex, professional nature and by operating independently regarding matters of significance on a daily basis.

The position requires the ability to handle confidential and sensitive information.

The position requires an individual to be able to comprehend and communicate fluently in verbal and written English.

The position requires the ability to express, apply, and demonstrate thorough and detailed knowledge of Florida law.

The position holder must have the ability to identify problem areas when out of compliance with established standards and recommend changes to regain compliance as needed.

The position requires the ability to read, analyze, interpret, and write complex documents.

The position requires the ability respond effectively to the most sensitive inquiries or complaints.

The position requires the ability to write speeches and articles using original or innovative techniques or style.

The position requires the ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, jurors, and/or board of directors.

The position holder must have the ability to deal with upset and/or irate citizens and employees.