

Classification Title: Deputy County Attorney

FLSA Status: Exempt

BRIEF DESCRIPTION: Provides legal representation to the County and its various agencies. Advises employees and departments in manners of law. Manages major litigation and appears in state and federal court.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Reviews pleadings and case files to assess liability, possible defenses and potential damages. Conducts discovery, drafts and files pleadings, motions and other legal documents. Appears at state and federal court hearings and trials including litigations filed against the County.
2	L	Prepares department-specialized petitions and pleadings regarding such items as law enforcement litigation, juvenile petitions, parental rights petitions and adoptions.
3	L	Consults with staff and departments on legal questions. Meets with judges, prosecutors and attorneys regarding county or department issues and negotiates or finds alternate solutions to perceived or real problems.
4	L	Advises departments and agencies regarding responses to issues presented during the performance of their duties. Facilitates training as appropriate. May provide department or job specific training as requested.
5	M	Provides on-scene legal advice during critical incidents. Develops and disseminates policies and procedures.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Graduation from an accredited law school with Juris Doctorate.
Experience	Eight years of experience as an attorney.
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	North Carolina Bar License, Basic Law Enforcement Certification (for Sheriff's Office positions)

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Firearms, handcuffs, pepper spray, baton (for Sheriff’s Office positions), computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, decontamination equipment for blood borne pathogens (for Sheriff’s Office positions)