



Job Title:	<b>Assistant County Attorney</b>	Job Requisition#:	<b>2k16-08-42</b>
Department:	<b>County Attorney</b>	Status:	<b>Unclassified</b>
Revised Date:	<b>8/10/2016</b>	Job Code:	<b>1210</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
Frist day to apply:	<b>08-12-2016</b>	FLSA:	<b>E</b>
Last day to apply:	<b>Open until Filled</b>		
Salary:	<b>Dependent Upon Qualifications</b>	Work Schedule:	<b>M-F 8:00 a.m. - 5:00 p.m. Evening meetings as needed</b>

**GENERAL PURPOSE:** Under the general direction of the County Attorney, serves as legal representative and advisor for the Board of County Commissioners, and other Elected Officials, directors and individuals requiring legal advice, when no conflict exists; represents the County in all legal proceedings; drafts and reviews resolutions, contracts, ordinances, and other documents; approves contracts for form; and performs other administrative support functions as directed by the County Attorney.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- Juris Doctorate Degree and four years of experience in the practice of law including litigation and appellate experience and the coordination of multiple issues relevant to areas assigned; municipal/local government experience preferred. **Experience in employment law and State of New Mexico Procurement Code and procedures highly desirable.**

**Required Licenses or Certifications:**

- Admission to the New Mexico State Bar and valid license to practice law in the State of New Mexico.
- Valid New Mexico Driver's License.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the County Attorney and may exercise supervision over lower level staff as directed by the County Attorney.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.
- Reviews drafts of ordinances, resolutions, contracts, administrative policies, rules and regulations, and other written documents required in the operation of the county government for compliance with legal requirements.

## **JOB DESCRIPTION**

### **Assistant County Attorney**

- Drafts legally defensible documents for approval by the County Attorney.
- Researches and writes opinions in regard to case law and/or administrative practices at the request of the County Attorney; and reviews policy and policy initiatives to ensure compliance with state and federal laws and regulations.
- Prosecutes criminal and civil cases in Magistrate and District Court; represents the County in criminal and civil litigation and appellate work; prosecutes criminal cases for the County as required; and represents County management and/or designated clients.
- Composes a variety of letters, transmittal memoranda, e-mails, and other documents relating to tax protests, zoning prosecutions, condemnations, garnishment, and other related issues.
- Interacts with Judges, trial court assistants, Clerk of Court, directors, Elected Officials, deputies, and other County employees as needed/required to perform the duties of the position.
- Reviews and analyzes tort claims and documents served on County Clerk; and prepares County disclaimer, if appropriate, and forwards information to NMAIC if necessary.
- Assists with personnel issues and labor law issues including FLSA, collective bargaining, FMLA, ADA, and federal employment law; and assists with disciplinary investigations and administrative hearings.

#### **Required Knowledge of:**

- Operational characteristics, services, and activities of a County Attorney's Office, including business/industry principles and practices related to work assigned.
- Relevant civil and criminal law.
- Rules of civil and criminal procedures and rules of evidence, motion practice, case law, court deadlines pursuant to rules of civil procedure and state statute.
- Magistrate and district court procedures.
- Electronic filing and local rules for the 13<sup>th</sup> Judicial District Court.
- Legal research, including online applications such as Lexis/Nexis and Justia.
- Legal ethics.
- Principles of public relations.
- Contract negotiation and administration.
- Research methods and report presentation.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Proper English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of supervision, training, and performance evaluation.

#### **Required Skill in:**

- Serving as a legal advisor in a public-sector setting.
- Analyzing legal documents and instruments.
- Preparing opinions and drafting legal documents.
- Presenting and arguing cases in court.
- Rendering logical, clear, and effective arguments.
- Interpreting statutes, case histories, and various laws.
- Effectively using management techniques and practices.
- Making effective and persuasive speeches and presentations on controversial or complex topics to top management or public groups.
- Analyzing policy and making effective decisions.
- Negotiating and administering contracts and agreements.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Effectively utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

**JOB DESCRIPTION**  
**Assistant County Attorney**

- Supervising, leading, and delegating tasks and authority, as required.
- Performs related duties as assigned.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Exposure to computer screens and office equipment.
- Work frequently requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine
- Occasionally operates a vehicle to attend court, meetings or conferences.

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date