

**PLEASE POST FOR ALL APPLICANTS TO READ  
Macon Bibb County Government**

**POST DATES: 03/02/2016 to Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Assistant County Attorney**

**JOB CLASS (GRADE):**

**SALARY: \$54,579.20**

**LOCATION: County Attorney's Office**

**WORK HOURS: 8:30 AM – 5:30 PM**

**DEPT. HEAD: Judd Drake**

**WORK WEEK: Mon. – Fri.**

**(X) REPLACEMENT    () NEW REQUIREMENT**

**JOB SUMMARY:**

The Assistant County Attorney is responsible for preparing legal opinions, contracts, and other legal documents; drafting legislation; performing extensive legal research in many areas of the law; representing the County in various administrative and judicial proceedings; and addressing various legal matters which arise and affect the County on a daily basis.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Prepares legal opinions for the Mayor, Board of Commissioners, and County departments.
- Prepares and files simple to complex legal documents for the prosecution or defense of assigned cases.
- Prepares and tries assigned cases.
- Handles the routine claims made by or against the County.
- Performs legal research in many areas of the law, including the interpretation and applicability of local, state, and federal laws and judicial procedures relating to the Mayor, Board of Commissioners, and various County departments.
- Drafts ordinances and resolutions to submit to the Mayor and Board of Commissioners for adoption.
- Attends Board of Commissioners meetings and various County committee meetings as a legal advisor and parliamentarian.
- Represents the County at assigned administrative hearings.
- Prepares and develops contracts and various legal instruments to which the County is a party, including grants, agreements, and deeds and leases of County property.
- Reviews and interprets various contracts and legal documents.
- Gives general advice through telephone conferences and correspondence.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Assistant County Attorney must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of local, state and federal laws.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of County ordinances and an understanding of their accepted interpretations.
- Ability to draft legal instruments, proposed legislation, and legal opinions.
- Knowledge of personal computers and relevant office software.
- Ability to maintain effective working relationships with elected officials, administrative officials, local government staff, and with members of the general public.
- Knowledge of the organizational, functional and legal limitations of the authority of the Mayor, Board of Commissioners and County staff.
- Ability to communicate effectively orally and in writing on complex legal subjects.
- Ability to analyze, appraise, and organize facts, evidence, and precedents and to effectively present such material orally and in writing.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Assistant County Attorney must be a graduate of an accredited three (3)-year law school with an LLB or JD degree and have the training and experience necessary to perform the duties and task required by this position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Georgia Motor Vehicle Operator's License.
- Member in good standing with the State Bar of Georgia.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Assistant County Attorney is required to travel minimally, but may be required to do so on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**