

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CIVIL DIVISION CHIEF
CLASS CODE: 1020

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: AMENDED 03/13/2008 (REVISED 03/24/1998 VERSION)
DEPARTMENT: ATTORNEY

JOB SUMMARY

Under general guidance and direction of the elected County Attorney, performs advanced professional legal work in supervising the operations and personnel of the Civil Division of the County Attorney's Office.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the personnel and operations of the division including budget and expenditures; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Advises the County Attorney on the duties, responsibilities, policies and procedures of the County Attorney's Office. Acts as the County Attorney in the absence of the County Attorney and the Chief Deputy.

Provides and oversees the provision of legal advice and opinions to the County Commission and other County officials and employees on all aspects of County government and business.

Oversees all litigation involving Utah County; advises the Commission on litigation matters; coordinates with outside litigation counsel; ensures County compliance with all litigation discovery, trial, and appellate requirements; appears in state and federal courts for motions, trials, arguments, and appeals.

Acts as the County Risk Management Officer; oversees all County risk management activities and advises County officials and employees on risk management issues.

Attends, and may conduct, administrative meetings with the County Attorney, County Commission and other County officials and employees.

Answers correspondence and responds to communications related to Civil Division activities. Attends, and may conduct, training on laws and issues pertinent to County government, County business, and personnel management.

Prepares and reviews, and oversees the preparation and review of contracts and financing documents for various County departments; reviews bonding and financing documents through closing.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Oversees the prosecution of juvenile offenders in state juvenile courts and supervises the deputy county attorneys assigned to prosecute juvenile offenders.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough Knowledge of: Local government law including all phases of civil substantive law, civil procedure, and federal and state court rules of practice; criminal statutes; public financing, bonding, and legislation; the principles and practices of budgeting, time management, and supervisory techniques; litigation proceedings including Rules of Civil Procedures, Rules of Evidence, Rules of Criminal Procedure, Rules of Juvenile Procedure, Rules of Appellate Procedure, and the Criminal Code.

Skill in: Litigation and trial advocacy; conducting legal research; legal writing including legal briefs and memos; analytical problem solving; decision making in adversarial circumstances; document composition.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Regularly: Sits at a desk or table; walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled building. Work may expose incumbent to possible bodily injury and unknown, dangerous, and/or life threatening conditions from potentially hostile situations.

EDUCATION AND EXPERIENCE

Requires a J.D. degree from an accredited law school and ten (10) years of experience practicing law including civil litigation, local government law, or bonding and financing law. Preference may be given to applicants with experience in each of the listed areas.

LICENSING AND CERTIFICATION

Incumbent must possess valid membership in the Utah State Bar Association and in the Federal Bar Association for Utah; and incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.