

ATTORNEY II

GRADE: 14

GENERAL DESCRIPTION

Performs basic (entry-level) work assisting in the legal advisement to the County's Commissioners' Court and departments. Work involves assisting in drafting, reviewing, and revising contract and/or agreements. Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in providing legal counsel on contract interpretation and enforcement

Investigates facts giving rise to legal issues, and develops solutions to legal problems in a variety of forums

Assists in drafting, reviewing, revising, and/or negotiating county contracts/agreements which may include county roads, parks and building construction contracts; prepares, reviews, and/or negotiates professional service agreements for architectural, engineering, and consulting services as well as purchase contracts for goods and services and inter-local agreements

Assists in providing legal counsel to Court members and other management staff as requested

Performs related special projects as assigned

Assists in advising on open government matters

May provide written or oral legal advice to county departments, and draft legal instruments or other written materials carrying legal implication

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments

Performs other related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience as a licensed attorney, knowledge in Texas Local Government Code interpretation and county contracts preferred. Juris Doctorate (JD) degree required.

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Licensed to practice law in the State of Texas is required

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the county.

Skill in legal research, business writing, grammar, and punctuation, report preparation and analysis

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must readily comply with departmental and county-wide policies and procedures

Must have knowledge of computers and spreadsheets

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to effectively present information and respond to questions from judges, attorneys, County Board members and the general public

Ability to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be dependable, resourceful, and able to work independently and to maintain strict confidentiality

Must have strong organizational skills and a proven ability to maintain accurate, detailed and confidential records

Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel, external agencies, and outside legal counsel on legal matters

Must possess necessary writing skills at a seasoned level to communicate information and advisement to County Departments and staff

Knowledge of all applicable laws and procedures

Knowledge and understanding of Texas statutes and local government code procedures and departmental policies preferred

Work outside of the normal office hours (Monday-Friday 8-5) may be required to meet deadlines and accuracy requirements

Some travel to various County offices and locations may be required

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

