

Williamson County Job Description

Dept: County Judge

Job Title: Legal Advisor to
Commissioner's Court

FLSA: Exempt

Pay Grade: 35

Effective Date: 9.28.2010

JOB SUMMARY:

- Drafts, reviews, revises and negotiates each contract/agreement to which Williamson County is a party to excluding road bond projects or condemnation matters.
- Attends Commissioner's Court sessions regarding contracts/agreements and other related legal matters as assigned.
- Serves as legal counsel to the Williamson County Benefits Committee.

ESSENTIAL DUTIES:

- Reports directly to the Commissioners Court.
- Drafts, reviews, revises and negotiates each contract/agreement (excluding road bond projects or condemnation matters) to which Williamson County is a party to including county roads, parks and building construction contracts ranging from \$20k to \$5.6m; professional services agreements for architectural, engineering, and consulting services; purchase agreements for services and goods; inter local agreements between a multitude of federal, state and local entities, etc.
- Attends Commissioner's Court sessions, open and executive, regarding contracts/agreements and other related legal matters as assigned.
- Advises on open government matters including advising the Public Information Officer.
- Serves as legal counsel on the Williamson County Benefits Committee advising on all legal issues / questions related to employee benefit matters.
- Provides advice on various general legal questions / issues posed by the County's Elected Officials, Department Heads and citizens within Williamson County.
- Assists various Williamson County divisions and personnel by making sound suggestions based on solid legal principles and theories and communicates objectively the pros and cons of such suggestions.
- Must readily comply with departmental and county-wide policies and procedures.
- Related special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

Williamson County Job Description

Dept: County Judge

Job Title: Legal Advisor to
Commissioner's Court

FLSA: Exempt

Pay Grade: 35

Effective Date: 9.28.2010

PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, standing, and frequent communication to other County employees, outside agencies, and outside legal counsel. Some travel may be required to various County offices and locations.

ENVIRONMENTAL FACTORS:

Work is primarily indoors in an air-conditioned, smoke free office / courtroom. Continual work at a computer keyboard. High stress, pressure of deadlines and case management under limited time constraints. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. This is an FLSA exempt position.

MINIMUM QUALIFICATIONS:

A Bachelor's degree or higher in Jurisprudence from an accredited law school and a license to practice law in the State of Texas. Proven knowledge and experience with system software such as Oracle, 10 key calculators by touch, fax and copy machines. Excellent interpersonal, oral and written communication skills. Ability to work effectively with co-workers, employees and supervisors in a pleasant, professional manner. 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 be able to work under pressure in a high volume office, produce accurate work and meet established deadlines. Must be mature, dependable, resourceful, and able to work independently and to maintain strict confidentiality. Subject to criminal background check.

PREFERRED REQUIREMENTS: Extensive, proven knowledge in the Juris profession with a clear knowledge and understanding of contractual principals and theory. Prior public sector experience in an exempt position.

Williamson County Job Description

Dept: County Judge

Job Title: Legal Advisor to
Commissioner's Court

FLSA: Exempt

Pay Grade: 35

Effective Date: 9.28.2010

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

County Judge
Job Title of Department Head

Signature of Department Head

Date

Comments:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.