

Williamson County Job Description

Dept: County Attorney

Job Title: Civil Chief, Chief, Civil
Litigation

FLSA: Exempt

Pay Grade: 39

Effective Date: 3.19.2010

JOB SUMMARY:

- Primary responsibilities include extensive legal advice and counsel to the Commissioner's Court, the Sheriff and Sheriff's Department personnel, the Sr. Director of Human Resources and HR personnel and other County officials, including written communication and opinions on legal questions and case issues.
- Serves as the Civil Chief of supervision to the Civil Division personnel of the County Attorney's office.

ESSENTIAL DUTIES:

- Reports directly to the County Attorney.
- Provides defense counsel to the County and/or County officials in tort, civil rights, employment and other litigation in State and U.S. District courts, including conducting discovery/depositions, trial and appeal.
- Provides counsel to the County as plaintiff or claimant in civil actions or claims for damages or monetary recovery, including contract matters and contract litigation.
- Conducts legal research and analysis in preparation for legal opinions to County officials, including research and analysis of employment / personnel issues.
- Conducts legal research and analysis in preparation for legal briefs, pleadings and motions to be filed and argued in court regarding litigation pending against the County and/or County officials and employees.
- Provides legal advice and counsel to the Commissioner's Court, Sheriff and other County officials regarding legal inquiries and their official duties pursuant to law.
- Responsible for periodically attending Commissioner's Court open and executive sessions to offer legal advice and counsel.
- Provides litigation and claims handling to include reviewing and evaluating reports, documents and other information, interviews with County officials and employees, preparation and filing of letter communications, pleadings, motions and legal briefs.
- Consults with the County Judge and/or Commissioner's Court on proposed claims resolutions.
- Responsible for communication with claimants or attorneys representing claimants regarding conclusions.
- Responsible for providing oral advocacy in Courts at hearings, at trial or on appeal and at various meetings and mediations on litigation cases.
- Coordinates and consults with defense attorneys regarding litigations handled by outside counsel and with outside counsel on other matters such as condemnation / right of way matters.
- Provides contract review and preparation on special matters related to litigation or potential litigation or claims, such as settlement agreements.
- Supervision of the Civil Division to include assignment of delegated duties, approve leave requests as immediate supervisor, direction on office functions or duties and discussion / interaction with the County Attorney on office matters.
- Frequent communication with the Commissioners Court members, the Sheriff's Department and other elected officials, Department heads and employees, attorneys, opposing attorneys, the County Attorney and other Civil Division Personnel.
- 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.

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PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, standing, and frequent communication to other County employees and outside agencies in a high volume County Attorney's Office. 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:

Juris Doctor or Doctor of Jurisprudence from an accredited law school and a license to practice law in the State of Texas. Must have at least 15 years experience as an attorney, with at least 10 years civil litigation experience, including trial experience and first chair/lead counsel trial experience in Section 1983 Civil Rights litigation, Tort Claims Act litigation and employment-related litigation. Five (5) years of relevant supervisory experience as well as civil litigation and appellate experience is essential. Typing speed of 55 wpm. 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 and external agencies 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. Proven knowledge and experience with system software such as Oracle, 10 key calculators by touch, fax and copy machines. Subject to criminal background check.

PREFERRED REQUIREMENTS: Extensive, proven knowledge in the Juris profession. Civil litigation experience with a County or District Attorney's Office. Supervisory experience in the civil section of a County or District Attorneys Office.

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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

County Attorney
Job Title of Supervisor

Signature of Supervisor

Date

County Attorney
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.