



Seminole County Sheriff's Office

ASSISTANT GENERAL COUNSEL

Class Spec Code: 3200
Established Date: 10/14/2020
Last Revised Date: 01/19/2022
Effective: 01/23/2023

Salary Range

\$85,009.60 - \$123,260.80 Annually

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Under the general supervision of the General Counsel, the main focus of this position is to provide timely and accurate support regarding all legal issues affecting the agency to include, but not limited to legal research, preparing opinions, and advising the General Counsel and other staff members. Work is reviewed through observation and results obtained.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Assists in the creation of pleadings and contracts. Research legal issues. Prepares legal bulletins, legal opinions, review or draft contracts, inter-local agreements, memoranda of understanding with other agencies, policies, legislative proposals, and miscellaneous reports as requested.

Assists in developing, recommending, and implementing operating policies, procedures, and programs to affect the efficient and effective delivery of legal services to the Sheriff's Office.

Prepare training materials, including presentations, handouts, and lesson plans, and present them at in-house training sessions. Attend staff meetings and report information received back to the division.

Advises the General Counsel and other agency staff members on legal questions.

Represents the Sheriff's Office and other law enforcement agencies as contracted on legal matters as assigned including litigating forfeiture cases, public records lawsuits, Risk Protection Order Petitions, Florida Sheriff's Risk Management claims and other miscellaneous cases, generally at the trial court level and occasionally at the appellate court level. Handles motions to return property, rules to show cause, Search Warrant and Arrest Warrant reviews before submission to the court and other proceedings.

The Seminole County Sheriff's Office handles Forfeiture matters and Risk Protection Order matters for municipal law enforcement agencies within Seminole County in addition to those for the SCSO.

Collaborates with the State Attorney's office, Judiciary, and other components of the local criminal justice system on behalf of the agency.

Remains current on developments in legislation and case law.

Reviews Internal Administrative Investigations, prepares needed memoranda and represents the agency at hearings or appeal.

Provides legal counsel to all Seminole County Sheriff's Office (SCSO) components. Responds to requests for legal advice about agency business from SCSO personnel throughout the agency.

Acts as agency liaison as required.

Minimum Qualifications

- Juris Doctorate from a regionally accredited college or university

- Five (5) years' of professional legal experience governmental law, legal research, and trial work. Experience in Criminal Law and/or 42 U.S.C. Section 1983 Litigation preferred.
- Consideration may be given to equivalent combination of related training, education and experience.
- State licensing for practicing attorney and member of the Florida Bar
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, participation and availability for 24/7 on call legal assistance.

Considerable knowledge of the principles and practices of civil litigation and criminal law, judicial procedures, and rules of evidence. Knowledge of county, state, federal, statutory law, regulatory law, and constitutional law affecting a Sheriff's Office operation. Knowledge of established precedents and sources of legal references. Knowledge of legislative functions and processes. Knowledge of effective techniques in the presentation of cases in court. Strong written and verbal communication skills as well as computer skills including word processing applications are essential.

Ability to draft legal instruments, propose legislation and legal opinions, analyze, appraise, and organize facts, evidence, and precedent in cases and to present such material in a clear and logical form, both orally and in writing. Ability to analyze and appraise a variety of legal documents and instruments. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with county and court officials, other employees, and the general public.

Ability to handle confidential and sensitive information, utilize discretion and independent judgment, professional nature and by operating independently regarding matters of significance on a daily basis in performing essential job functions.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Walking is limited. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position. Frequently attends court proceedings/depositions outside the office.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights and holidays.