



## Seminole County Sheriff's Office

### GENERAL COUNSEL

Class Spec Code: 3500

Established Date: 10/14/2020

Last Revised Date: 01/19/2022

Effective: 04/08/2022

#### Salary Range

\$119,610.00 - \$167,454.00 Annually

#### Bargaining Unit

N/A

#### EEO

EEO4-Officials & Administrators

#### Occupational Group

N/A

#### FLSA

Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Administrative and professional work responsible for directing the in-house legal services for the Sheriff's Office, including legal research, preparing opinions, and advising the Sheriff and other staff members.

#### 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.**

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective delivery of legal services to the Sheriff's Office.

Advises the Sheriff and other staff members on legal questions.

Prepares opinions as requested.

Represents the Sheriff's Office and other law enforcement agencies as contracted on legal matters as assigned. Reviews contracts for services or other legal contracts that the Sheriff may enter.

Remains current on developments in legislation and case law.

Prepares and teaches training material.

Serves as a liaison to various boards and committees as assigned.

#### Minimum Qualifications

- Law Degree (JD) from an accredited law school
- Five (5) years of professional legal experience in governmental law, legal research, and trial work
- 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, calls for mandatory overtime needs and calls for service during times of an emergency.

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; of established precedents and sources of legal references; of legislative functions and processes; of effective techniques in the presentation of cases in court.

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; to analyze and appraise a variety of legal documents and instruments; to express ideas clearly and concisely, both orally and in writing; to establish and maintain effective working relationships with county and court officials, other employees, and the general public.

**WORKING CONDITIONS**

The work environment for this position is in an office atmosphere. 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/or occasional overtime.