

ASSISTANT COUNTY ATTORNEY POSITION ANNOUNCEMENT

Job Summary:

This position involves performing professional legal work for Jefferson County, including advising and representing the County in actions filed against it in court to assure proper case disposition. The Assistant County Attorney is expected to use professional judgment to timely and effectively handle work to completion.

Essential Functions and Duties:

Advises and assists County Commissioners, the County Manager, other Elected Officials, and Department Heads on legal matters affecting the County. Reviews and negotiates contracts, researches, prepares and drafts all types of County documents, including ordinances, resolutions, easements, condemnations, zoning, contracts, leases, deeds, policies and procedures. Investigates claims and complaints by or against the County; prepares cases for trial, including preparing pleadings, conducting written discovery, taking depositions, appearing before state and federal courts, and serving as trial counsel for the County in federal and state courts. Prepares written briefs on pending cases, including those on appeal. Handles hearings and prepares briefs before the Personnel Board. Assists attorneys in the County Attorney's Office in the performance of their work and disposition of cases, as needed.

Work Environment and Demands:

The work environment involves daily professional and courteous interaction with the County Attorney's staff, the County Manager's Office, the County Commissioners, Department Heads, County employees, Judges and attorneys. Work requires sitting, standing, walking, bending, traveling and transporting files. Also requires operating office equipment including computer, telephone, and printer.

Knowledge-Skills-Experience:

Litigation experience in conducting written and oral discovery and experience in trying jury and non jury court trials and hearings. Experience in and ability to analyze and research a wide variety of legal issues and prepare a wide variety of legal documents. Experience and knowledge of governmental and county law; worker's compensation, environmental law, taxation and revenue issues are desired. Must exhibit excellent interpersonal skills, possess a strong work ethic, be highly organized, and have strong communication skills, both orally and in writing. Ability to establish and maintain a positive and professional working relationship with all County employees and elected officials.

Qualifications:

Possession of a Doctorate of Jurisprudence, GPA of 3.25 or higher, top 25% in law school class, and at least 5 years of experience as a practicing litigation attorney. Also experience using WordPerfect, Microsoft Word and Outlook, Excel, and having online legal research skills (Lexis/Westlaw). Writing samples may be requested.

License/Certification Required:

Juris Doctorate Degree and a current license to practice law in the State of Alabama. Member in good standing of the Alabama State Bar Association.

Salary/Benefits:

Position includes a competitive salary and employee benefits.

To Be Considered:

Reply with your resume to:

Carol Sue Nelson
County Attorney
Jefferson County, Alabama
716 Richard Arrington Jr. Blvd. North
Room 280
Birmingham, Alabama 35203

or

nelsonc@jccal.org