

OTERO COUNTY

COUNTY ATTORNEY

(This is an at-will, contract position)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

GENERAL PURPOSE:

Serves as in-house counsel, legal advisor to the Board of County Commissioners and to the County Manager. Represents the County in all matters not assigned to insurance counsel; investigates, prepares and negotiates contracts and civil cases; conducts administrative hearings and represents the County in administrative proceedings.

SUPERVISION RECEIVED AND EXERCISED:

Works under the general supervision of the County Manager.

ESSENTIAL DUTIES: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Represents the County in reviewing, approving, negotiating and litigating contracts and cases; manages assigned cases and assures that cases are resolved within policy guidelines.
- Reviews/prepares draft of ordinances, resolutions, contracts, administrative policies, rules and regulations, and other written documents required in the operation of the County government for compliance with legal requirements.
- Composes a variety of letters, transmittal memoranda, e-mails, and other documents relating to tax protests, zoning prosecutions, condemnations, garnishment, and other related issues.
- Reviews and analyzes tort claims and documents served on County Clerk; and prepares County disclaimer, if appropriate, and forwards information to NMAIC if necessary.
- Assists with personnel issues and labor law issues including FLSA, collective bargaining, FMLA, ADA, and federal employment law; and assists with disciplinary investigations and administrative hearings.
- Responds to citizen complaints, researching problems and formulating solutions and responses. Advises County Manager as directed or as appropriate.
- Attends continuing legal education programs and reviews new court decisions, legislation, etc., in order to keep current in field and fulfill related requirements.
- Negotiates the purchases of roads rights-of way and other property.
- Confers with, and offers advice and counsel to the Board of County Commissioners, the County Manager and department heads; attends regular, special and emergency meetings of the Boards; advises other elected officials as requested.

- Represents the County on all matters not specifically reserved to attorneys selected by NMAIC in liability cases; advises on issues regarding subpoenas, open meeting laws, special districts, elections, zoning, subdivisions, legislative issues, and requests for public records.
- Conducts legal review of proposed legislation to update or amend County codes and ordinances; initiates sanctions and exercises legal processes for the collection of outstanding revenues or obligations owed to the County; issues official legal notices and warnings.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

The degree of Juris Doctor from an accredited college or university; plus other advanced training in business management or public administration.

Five (5) years of progressively responsible legal experience, with public sector experience a plus.

Must be licensed by the New Mexico State Bar to practice law in the State of New Mexico.

State of New Mexico Driver's License.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of State of New Mexico statutes and applicable Federal rules and regulations.
- Knowledge of all fields of government law.
- Knowledge of legal research methods, techniques, sources, databases and other research tools.
- Knowledge of legal case management procedures and techniques.
- Knowledge of management and personnel administration methods, techniques and policies.
- Knowledge of budgets, grant requirements and financial reporting.
- Knowledge of relevant civil and criminal law.
- Knowledge of magistrate and district court proceedings.
- Knowledge in electronic filing and local rules for the 12th Judicial Court.
- Knowledge of legal ethics.
- Knowledge of principles of business letter writing.
- Skill in serving as legal advisory in a public-sector setting.
- Skill in researching and identifying precedence in case law.
- Skill in negotiating contracts and agreements.
- Skill in reviewing and assessing legal issues and documents.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software affecting assigned work and in compiling and preparing spreadsheets.
- Skill in communicating effectively, both orally and in writing.

WORKING CONDITIONS

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

- Performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain. Essential functions require physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common hand, finger dexterity may be necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and created problem solving. Periodic travel required in normal court of job performance.