

SENIOR SPECIAL ASSISTANT PROSECUTING ATTORNEY-CIVIL DIVISION

GENERAL STATEMENT OF DUTIES: Performs highly responsible and technical legal duties in the Office of the Prosecutor-Civil Division, and to a large degree works with professional independence in performing those duties; assists the Prosecuting Attorney, in his capacity as County Corporation Counsel, in advising the Board of Commissioners, elected officials, and other department heads regarding questions of civil law; represents the Board of County Commissioners and other County Boards, commissions, departments, officials, and personnel in civil litigation; works under the general supervision of the Prosecuting Attorney, performs related duties as required.

STATEMENT OF TASKS:

Attends meetings of the Board of County Commissioners and Board committees, and of other County Boards and commissions, responding to questions of law or parliamentary procedure raised at such meetings;

Researches legal questions referred by the Board of County Commissioners, or by other County officials, boards, commissions, or departments, and prepares memoranda of law regarding such questions;

Prepares resolutions, policies, regulations, and ordinances for Board of County Commissioners' adoption;

Prepares or reviews proposed contracts to which the County or a County official or body is to be a party;

Conducts civil litigation, in state and federal courts, and in administrative tribunals, at both the trial and appellate stages, on behalf of the County or any County board, commission, official or personnel;

Counsels County officials and personnel as to legal considerations relevant to current problems or contemplated actions;

Coordinates required processing by the Office of Prosecuting Attorney-Civil Division of all matters, other than matters being personally handled by the Chief Assistant Prosecuting Attorney-Civil Division, being submitted to, or referred by, the County Board or one of its committees; and

Monitors or coordinates the processing of all County litigation to the extent such litigation is not being personally conducted by the Chief Assistant Prosecuting Attorney-Civil Division.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Excellent legal research ability;

Thorough knowledge of both general and local government civil law and practice;

Thorough knowledge of parliamentary procedure;


Knowledge of litigation, labor relations and local government;

Ability to communicate very effectively, both orally and in writing;
Ability to maintain good working relationships with elected officials, other department heads, co-workers, the press, and the general public;
Ability to use excellent professional judgment; and
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school; membership in good standing in the State Bar of Michigan; **and** three (3) years of experience in law practice or in other employment requiring legal knowledge and skills. For at least two (2) of these years, the applicant's work to a significant degree must have been involved with municipal law; civil litigation or labor relations experience is desirable.

ADDITIONAL EMPLOYMENT REQUIREMENT: Submission of a copy of a brief memorandum of law or other writing, prepared by the applicant and reflecting legal research and analysis performed by the applicant.



Human Resources Director

Established: May 18, 2015