

## **Special Prosecuting Attorney II – Civil Division**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of legal tasks which includes legal research, representation of the County in civil suits and acting as legal counsel for County departments and the Board of Commissioners, as assigned; works with professional independence in carrying out assigned tasks; works under the general supervision of the Corporation Counsel or a Senior Assistant Corporation Counsel; does other related work as required.

### **STATEMENT OF TASKS:**

Researches legal questions referred by the Board of Commissioners, or by other County officials, boards, commissions or departments, and prepares memoranda of law regarding such questions;  
Prepares drafts of ordinances and resolutions for Board of 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;  
Attends meetings of Board of Commissioner committees, responding to questions of law or parliamentary procedure raised at such meetings;  
Works under the supervision of the Prosecuting Attorney and Chief Assistant of the 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:**

Knowledge of modern principles and practices of law as applied to the problems encountered in the Corporation Counsel's Office;  
Knowledge of civil trial techniques and procedures;  
Knowledge of parliamentary procedures;  
Ability to conduct legal research;  
Ability to maintain good working relationships with elected officials, other department heads, co-workers and the general public;  
Ability to communicate effectively both orally and in writing;  
Ability to use professional judgment;  
Ability to handle non-routine legal matters;  
Ability to attend work regularly and work under stressful conditions;  
Ability to handle problems encountered in the Civil Division of the Prosecutor's Office.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school. Active membership, in good standing, in the State Bar of Michigan and one (1) year of experience in the practice of law or other employment requiring legal knowledge and skills.

ADDITIONAL EMPLOYMENT REQUIREMENT:

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

  
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Human Resources Director

Established: P-1973  
Revised: August 10, 1988  
Revised: March 17, 2008  
Revised: October 14, 2015