**Assistant County Attorney**

**Grade: 11**

**FLSA: Exempt**

# Date: 01/22

**Job Summary:** Assists the County Attorney and Deputy County Attorney in coordinating and assessing the work of department staff to facilitate the achievement of departmental goals and objectives; works under the general direction of the Department Director and Deputy Director with latitude for independent action and judgment and is evaluated on the contribution to the efficiency of the Department and the effectiveness of program goals and objectives; performs other duties as assigned.

**Essential Functions:**

1. Assists and works under the direction of the County Attorney and Deputy County Attorney in providing legal support and advice to the Commissioners of St. Mary’s County;
2. Performs legal research, preparation, and review of legal documents; develops, presents, and defends professional recommendations and legal opinions for review by the County Attorney and Deputy County Attorney on legal questions to elected officials, appointed officials, and County staff;
3. Prepares selected cases for trial and tries cases before administrative tribunals, District Court, Circuit Court, Court of Special Appeals, and the Court of Appeals of Maryland;
4. Drafts and negotiates contracts with public and private organizations;
5. Drafts legislation, resolutions and ordinances;
6. Acts as a liaison between Federal, State, and local Governmental agencies whose policies, laws, regulations, and directives impact upon the Department;
7. Reviews, evaluates, and makes recommendations regarding areas of responsibility;
8. Analyzes technical performance reports, correspondence, and contracts;
9. Increases professional knowledge through attending workshops and conferences, participating in professional associations and activities, and reading professional and local publications;
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Advanced knowledge of the principles, practices, and procedures of the principles and practices of law and the ability to interpret same to staff and the public;
4. Knowledge of local, state, and federal laws and court decisions affecting the practice of law at the County level;
5. Extensive knowledge on modern research and investigative techniques and procedures;
6. Ability to keep the Department Director, Deputy Director, and all relevant parties informed of all major issues and programs and to recommend changes as appropriate;
7. Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
8. Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies and the general public;
9. Knowledge of electronic resources, including the internet and database information retrieval;
10. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Graduation from accredited law school and a member of the Maryland Bar authorized to practice law in the state of Maryland;
2. Related professional experience including trial experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Signature Date