



Job Description

TITLE: County Attorney	JOB CODE: 1160
DEPARTMENT: Legal	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Executive
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Serves as legal advisor to the Board of County Commissioners and to County management; plans, manages and directs the legal department including risk management; represents the County in all matters not assigned to insurance counsel; investigates, prepares and negotiates contracts; conducts administrative hearings and represents the County in administrative proceedings.

Essential Job Functions: *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.*

- Develops, evaluates and implements department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.
- Manages operations and staff; prioritizes and assigns work and projects; hires, trains and evaluates staff; counsels and instructs employees; develops staff and conducts performance evaluations.
- Develops and monitors the budget; prepares special and recurring reports, proposals and contracts; recommends and implements changes to existing policies.
- Represents the County in reviewing, approving, and negotiating contracts; manages assigned cases and assures that cases are resolved within policy guidelines.
- Represents the County in grievance hearings if the employee is from the County workforce.
- 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 Board; advises other elected officials as requested.
- Represents the County on all matters not specifically reserved to attorneys selected by the insurance carrier in liability cases; advises on issues regarding subpoenas, open meeting laws, special districts, elections and legislative issues, and requests for public records.
- Reviews documents and motions filed in civil cases, provides assessment and recommendations; conducts factual and legal analysis to determine whether motions and lawsuits should be filed or defended, based on the facts of law and evidence; conducts conferences with opposing parties and counsel concerning settlement of cases.
- Drafts and revises ordinances, resolutions and other legal documents.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates records and other information required to present the case; prepares and presents legal documents and analyses.
- Serves as a liaison between the County and various organizations and state and federal agencies; serves on committees, task forces and other groups.
- Monitors and reviews trends in legal issues and civil justice; develops and implements operational, procedural and policy improvements.
- Serves as in-house counsel for the San Juan Water Commission, San Juan County Communications Authority, and San Juan County Criminal Justice Training Authority.
- Performs other related duties as assigned.

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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.
- 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 leadership, coordinating staff, and delegating tasks and authority.
- 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.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- Juris Doctorate (JD) and ten (10) years experience in a civil law practice; must be licensed by the Bar to practice law in the State of New Mexico.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports; may be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____

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