



Job Description

TITLE: Deputy County Attorney	JOB CODE: 3100
DEPARTMENT: Legal	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under limited supervision of the County Attorney, acts as legal advisor to the Board of County Commissioners and to County management; represents the County in any matter not assigned to insurance counsel; investigates, prepares and negotiates contracts.

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.*

- Confer with and offer advice and counsel to the Board of County Commissioners, the County Executive and department heads; attend regular, special and emergency meetings of the Board; advise other elected officials as requested.
- Represent the County on all matters not assigned to insurance counsel in liability cases; advise on issues regarding subpoenas, open meeting laws, special districts, elections and legislative issues, and requests for public records.
- Act as legal advisor to the Board of County Commissioners, the County Executive and department heads, as assigned; act as legal advisor and represents elected officials as requested.
- Represent the County in drafting, reviewing, approving, and negotiating; manage assigned cases and ensure that cases are resolved within policy guidelines.
- Prepare and review joint powers agreements; review contracts between the County and municipalities, Indian tribes, and the State.
- Take actions to reduce the number of lawsuits by advising management and recommending approaches to potential legal problems.
- Review documents and motions filed in civil cases, provide assessment and recommendations; conduct factual and legal analysis to determine whether motions and lawsuits should be filed or defended; conduct conferences with opposing parties and counsel concerning settlement of cases.
- Draft and revise ordinances, resolutions, and other legal measures.
- Prosecute violations of County ordinances.
- Conduct legal research; gather and compile legal instruments and documents; identify and evaluate records and other information required to present the case; prepare and present legal documents and analyses.
- Serve as a liaison between the County and various organizations and state and federal agencies; serve on committees, task forces and other groups.
- Monitor and reviews legal trends and developments in statutory law and case law; develop and implement operational, procedural and policy improvements.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of State of New Mexico statutes and applicable federal rules and regulations.
- Knowledge of all fields of government law.

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- 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 at least five (5) years of demonstrated experience practicing law; government law experience preferred.
- 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:
