

Richland County Position Description

Position Title: Corporation Counsel

Department: Corporation Counsel

Reports to: County Administrator (Wi Stat 59.42) **Pay Grade:** By Resolution

Date: March 22, 2021

Hours Per Week: 20+

Purpose of Position

Corporation Counsel provides legal representation and counsel for civil matters involving Richland County pursuant to Wis. Stat. 59.42 and manages the operations of the Corporation Counsel department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prosecutes and defends all civil actions, proceedings, applications and motions in any court, commission, board, tribunal or body in any jurisdiction of this or other states or of the nation in which Richland County or any board, commission, committee or officer thereof is interested or a party by virtue of such office or agreement, except violations of the county traffic ordinance and violations of county penal ordinances or ordinances with a statutory criminal counterpart. Examples include, but are not limited to: civil commitments; Child Support Agency matters; guardianships & protective placement; child protective services matters, including Termination of Parental Rights matters; collection matters; and other legal matters involving Richland County.
- Examines all formal claims against the county when presented to the board, and report in writing thereto as to the liability of the county for any and all claims of whatever nature filed against it.
- Advises the board, county departments, boards, commissions, committees, agencies or officers of the county, when requested, in all civil matters in which the county or state is interested or relating to the discharge of the official duties of such departments, boards, commissions, committees, agencies or officers.
- Drafts, revises, reviews, and/or approves all legal papers required in the performance of the duties of the county board, county departments, committees, agencies, boards, commissions, elected officials, and employees. Examples include, but are not limited to: resolutions; Code of Ordinances; contracts for goods and/or services; intergovernmental contracts; deeds; rental or lease contracts; policies; and other legal documents.
- Manages the Corporation Counsel's Office including the development and administration of the Corporation Counsel budget, preparation of necessary reports, and development of departmental operating procedures and policies.
- Provides any and all other legal services, as instructed by the county board, to its committees, boards, commissions, agencies, department heads, elected officials and other that are deemed to require the legal assistance of the Corporation Counsel.

Minimum Training and Experience Required to Perform Essential Job Functions

Corporation Counsel shall: 1) be a licensed and qualified attorney to practice law before any court having trial or appellate jurisdiction over Richland County; 2) have three to five years' experience in the practice of law, preferably in municipal law; and 3) work cooperatively, accurately, and efficiently with the Richland County Board and its subunits, elected officials, department heads, and employees.

OTHER SKILLS AND ABILITIES

- Communicate effectively and work cooperatively with the county boards, committees, agencies, commissions, departments, employees, outside counsel, and other legislative or governmental officials.
 - Plan and determine the most efficient and convenient order to perform required legal tasks.
 - Comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative processes, and real property as well as comprehensive knowledge of local, state and federal laws and court decisions affecting municipalities.
 - Ability to interpret and apply laws, rules and court decisions to existing situations.
 - Ability to listen; ability to understand provisions of court documents, contracts and correspondence.
 - Ability to present complex ideas effectively orally and in writing.
 - Work independently, maintain reliability, exercise sound professional and ethical judgment while effectively utilizing authority.
 - Excellent troubleshooting and problem solving skills.
 - Effectively deal with unexpected changes within job duties.
 - Must possess outstanding flexibility in order to shift focus of priority on short notice.
 - Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, camera, etc.
 - Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
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CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.		X		
11 – 20 lbs.	X			
21 – 50 lbs.	X			
51 – 75 lbs.	X			
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
PUSH/PULL				
1 – 10 lbs.	X			
11 – 20 lbs.	X			
21 – 50 lbs.	X			
51 – 75 lbs.	X			
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
MOVEMENT				
Bend/Stoop/Twist		X		
Crouch/Squat	X			
Kneel/Crawl	X			
Reach above shoulders		X		
Reach below shoulders		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Grasping		X		
Squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface	X			
Even Walking Surface			X	

VISION REQUIREMENTS	
Depth Perception	
Less than 20 inches	
Color Vision	
Peripheral Vision	

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)	

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles	X			
Operate Foot Pedals	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Height	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENDURANCE				
Task	Hours at one time		Total Hours in 8 Hr Day	
Sit	6.5			
Stand	.5			
Walk	1			

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date