

# NEW CASTLE COUNTY GOVERNMENT

Number 1561

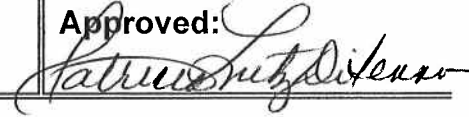
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## CLASS SPECIFICATION

Date 02/22/05

Title: COUNTY SOLICITOR

Approved:



**GENERAL STATEMENT OF DUTIES:** Serves as special legal advisor to the County Executive and reports directly to the County Attorney. Under the direction of the County Attorney, County Executive, and Chief Administrative Officer, this employee presents public positions on legal issues to the County. Reviews administration-generated legislation of a non-financial nature and formats for consistency prior to providing to County Council. Proactively identifies and develops action plans and/or legislation, in conjunction with the County Attorney and as approved by the County Executive and Chief Administrative Officer, in response to perceived legal problems or needs. Assists the County Attorney in the administration of the Office of Law and the provision of legal services to the County.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class works under the direction of the County Attorney to plan, direct, manage, control, and coordinate County-wide legal services. In conjunction with the County Attorney, this employee will develop, provide, and maintain a diverse mix of legal services on a County-wide basis, including the major functions of providing legal counsel to County departments and agencies, overseeing litigation and protecting the County's position, contract administration, insurance administration, workers' compensation, and safety/medical activities. Responsibilities include working with other policy makers, legislators, agencies, professionals, and the public to promote an ongoing attitude of dedication to excellent public service. This employee works under the general direction of the County Attorney.

### EXAMPLES OF WORK: (Illustrative Only)

- Assists in the direction of the delivery of legal services for New Castle County, including but not limited to legal counsel, litigation, contract administration, preparation of legal documents, insurance administration, workers' compensation, and safety/medical functions;
- Assists the County Attorney with the development of long- and short-term goals;
- Develops, formulates, and executes legislative policies and procedures under the direction of the County Executive and the Chief Administrative Officer and advises both on legal and related matters;
- Manages and supervises staff and assigns work;
- Oversees legal work handled by First Assistant and Assistant County Attorneys and attorneys on contract with the County;
- Assists County Attorney in developing and implementing effective training programs for employees;

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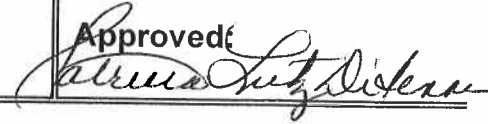
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## CLASS SPECIFICATION

Date 02/22/05

Title: COUNTY SOLICITOR

Approved:



- Interacts with government officials, attorneys, agencies and the public concerning related issues;
- Works with staff in developing methods for dealing with related issues and in responding to problems or requests received;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work;
- In the County Attorney's absence, this employee will assume control of the Office of Law and its functions.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of government law, procedures, policy, and legislation; ability to quickly synthesize and translate legal and other documents into comprehensive form; ability to communicate policy and legal positions effectively and concisely, both in writing and verbally; ability to proactively identify legal and public perception problems and to formulate positions and action plans in response thereto; ability to provide speedy and accurate legal advice to the County Attorney and County Executive on legal, County, and Council procedures; excellent knowledge of ethical rules; ability to spearhead major legal endeavors; organizational skills; demonstrated skill in writing legal opinions; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least ten years of progressively responsible positions in the field of law, to include prior work with a government department or agency, prior experience in public relations and/or a judicial clerkship is preferred, and graduation from an accredited law school and must be a member in good standing of the Delaware Bar.

**HISTORY OF REVISIONS**  
Established: 02/22/05