

# NEW CASTLE COUNTY GOVERNMENT

Number 1560

Page 1 of 2

## CLASS SPECIFICATION

Date 05/01/01

Title: COUNTY ATTORNEY

Approved:



**GENERAL STATEMENT OF DUTIES:** Directs and manages professional and confidential legal services for New Castle County Government to ensure quality service in all areas to the citizens of New Castle County and to the various departments and divisions of County Government; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class plans, directs, manages, controls and coordinates County-wide legal services and staff assigned to assist in these functions to promote and maintain the highest quality of services. This employee is expected to accomplish this by developing, providing and maintaining 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 Executive and Chief Administrative Officer.

### EXAMPLES OF WORK: (Illustrative Only)

- Directs and manages 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;
- Oversees the development of long- and short-term goals;
- Develops, formulates and executes policies and procedures in conjunction with the Chief Administrative Officer and the County Executive and advises them on legal matters and related matters;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Assigns work and manages and supervises staff;
- Oversees legal work handled by Assistant County Attorneys and attorneys on contract to the County;
- Provides effective training programs for employees;
- 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;

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Page 2 of 2

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- Oversees the preparation and administration of the budget for legal services;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles, practices and methods of legal work; good knowledge of the rules of evidence and procedure; good knowledge of local court rules; good knowledge of substantive areas of law relating to County Government, such as contract administration, planning and zoning, environmental issues, workers compensation, personal injury and pension; good knowledge of legal research and writing; ability to interpret and apply laws, ordinances, policies and procedures; ability to manage a diverse staff in a variety of legal services; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, legal professionals, agencies, private organizations and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to analyze complex data, draw valid conclusions and make reliable recommendations; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least four years experience in litigation in trial or appellate court or before administrative boards, graduation from an accredited law school and must be a member in good standing of the Delaware Bar.

**HISTORY OF REVISIONS:**

Established: 07/01/07  
Revised: 05/01/01