

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## GENERAL COUNSEL

|                        |                        |                          |
|------------------------|------------------------|--------------------------|
| <b>JOB CODE: 10040</b> | <b>PAY GRADE: GC01</b> | <b>SALARY: \$192,610</b> |
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## GENERAL DESCRIPTION

Directly reporting to the Sheriff, the main focus of this position is to provide legal representation to the Sheriff's Office, which includes: providing legal advice and opinions to agency members regarding criminal and civil law; representing the Sheriff in pending civil litigation; monitoring and directing outside counsel retained for representation in specific matters; analyzing and negotiating contracts; and acting as an agency liaison regarding legal matters with other governmental entities and the public.

**SUPERVISES OTHERS:** Yes

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Analyzes claims and lawsuits to determine potential liability and defenses to allegations, and recommends a course of action to the Sheriff;
- Provides legal advice and opinions to avoid liability;
- Responds to lawyers and citizen's complaints and inquiries involving legal matters;
- Analyzing and negotiates contracts;
- Represents the Sheriff in civil litigations, including forfeiture actions;
- Monitors and directs the work of outside counsel retained to represent the Sheriff in specific matters;
- Provides training to agency members regarding legal issues;
- Serves as liaison with other governmental entities and the public regarding legal matters;
- Identifies and pursues liable third parties for recovery of financial damages owed to the Pinellas County Sheriff's Office;
- Reviews and supervises work performed by other members of the General Counsel's Office;
- Performs work as assigned or required.

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Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- A Juris Doctorate from a regionally accredited college or university AND seven (7) years' experience as an attorney in a similarly related field
- Admission to the Florida Bar
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and practical application of various and often complex federal, state, and local laws, regulations and ordinances, as well as applicable case law and procedural rules to provide an analysis of the law based on the facts of given situations in order to recommend a course of action and provide legal advice and representation to the Sheriff;
- Communication skills, both oral and written to successfully resolve issues and represent the agency;
- Problem solving skills to recommend practical solutions to problems within legal guidelines;
- Leadership skills to direct, supervise and train subordinate staff personnel
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist