



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	County Attorney	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	County Attorney	<b>REVISED:</b>	

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**Summary:** Under administrative direction from the Board of Commissioners, serves as chief legal advisor to Laramie County; provides legal opinions and strategy, minimizes risk and liability, manages legal issues, and represents the County in legal actions.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Acts as the County Attorney to protect and preserve the legal rights of the County and represent the public interest; enforces the County's rights and obligations, and performs all legal duties prescribed by law; prosecutes and defends all suits instituted by or against Laramie County.
- Manages, negotiates and litigates contracts and cases, and assures that cases are resolved within County policy guidelines; reviews and evaluates pertinent decisions, policies, regulations and other legal matters applicable to the County.
- Provides leadership, direction and guidance in legal and technical strategies and procedures; assures effective communication of strategies and issues; establishes case strategy.
- Confers with, and offers advice and counsel to County officials and employees; anticipates problems and pursues solutions.
- Assures the integrity of all contracts and case procedures, compliance to County standards, and resolution of issues according to statutes and policies.
- Reviews documents and motions filed in civil cases, provides assessment and recommendations; conducts factual and legal analysis; conducts conferences with opposing parties.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates witnesses, records and other information required to prepare the case; prepares and presents legal documents and analyses as required.
- Manages department staff; provides guidance on technical skills and professional responsibilities; manages the development of case strategy, legal theories and other technical issues
- Represents the County at hearings and trials; brings cases before Hearing Boards and the Courts.
- Serves as a liaison between the County Attorney's office and various criminal justices organizations and state and Federal agencies; assists the state and district attorneys as requested.
- Works with client agencies to perform statutory duties; interprets client concerns, defines desired results, develops solutions, and prioritizes and coordinates case resolution.
- Participates on legal advisory teams; provides advice and information on contracts and legal issues.
- Compiles and analyzes a variety of plans, reports and user statistics.
- Monitors and reviews trends in legal issues and civil justice, and recommends operational, procedural and policy improvements.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies and procedures.
- Knowledge of the duties, powers, authorities and limitations of a County Attorney.
- Knowledge of State of Wyoming statutes, rules, case law, and Federal rules and regulations.
- Knowledge of legal precedents and court decisions impacting county government.
- Knowledge of hearings and trial court processes, protocols and strategies.
- Knowledge of legal research methods, techniques, sources, databases and other research tools.
- Knowledge of legal case management procedures and techniques.
- Knowledge of the principles and protocols for the evidentiary gathering of information, documents, financial records and other data that may be used in court and legal hearings.
- Knowledge of the County Attorney's protocols and strategies of negotiation and litigation.
- Knowledge of the development, refinement and presentation of legal strategies.
  
- Skill in assessing, prioritizing and delegating multiple tasks, projects and demands.
- Skill in effectively assessing, interpreting and applying complex civil laws to information, evidence and other data compiled.
- Skill in researching and identifying precedence in case law.
- Skill in negotiating contracts and agreements.
- Skill in litigating cases in a legal hearing and courtroom setting.
- Skill in reviewing and assessing legal issues and documents.
- Skill in utilizing and evaluating electronic legal research and on-line systems.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff, the general public, and other participants in the civil justice process.
- Skill in operating a personal computer utilizing a variety of technical software applications.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

Juris Doctorate (JD) degree required; AND six year's experience in a civil law practice, including two years of public law experience. Must be licensed by the State Bar Association to practice law in the State of Wyoming, remain active with all Wyoming Bar annual requirements, and maintain a clear criminal record.