

## JOB DESCRIPTION

**JOB TITLE:** South Sound 911 Legal Advisor-059  
**DEPARTMENT:** Executive Team of South Sound 911  
**REPORTS TO:** Executive Director  
**Exempt, unclassified position**

### **SUMMARY:**

As part of the South Sound 911 Executive team and under the direction of the Executive Director, the legal advisor plans, manages and organizes a variety of legal functions for the agency; represents the agency in litigation and provides legal counsel.

### **ESSENTIAL FUNCTIONS:**

Manage and perform a variety of complex and specialized professional legal services for the agency to include intergovernmental relations, public records requests, personnel matters and labor negotiations.

Represent the agency in litigation and other legal proceedings.

Confer with the Executive Director and management to provide legal advice and expertise, discuss litigation and legal proceedings and to coordinate efforts and discuss and resolve legal problems.

Prepare and approve a variety of legal documents including, resolutions, contracts, interlocal agreements and opinions.

Oversee and participate in the preparation and maintenance of files, records and reports related to the legal activities of the agency.

### **QUALIFICATIONS:**

An equivalent combination to: graduation from a recognized school of law and five years increasingly responsible experience in professional legal work including experience in government and other civil law.

### **KNOWLEDGE AND EXPECTATIONS:**

Provide legal advice and expertise to agency.

Maintain current knowledge of laws affecting interlocal governmental operations, personnel, public records and labor relations.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Knowledge of methods, materials and practices used in legal research and investigation.

Knowledge of local ordinances, State and federal laws, and constitutional provisions affecting governmental operations.

Skill in preparing a variety of legal documents including contracts, agreements, and resolutions.

Work appropriately with confidential material and information.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Follow safety rules and regulations.

Proficient with standard suite of Microsoft Office software, fax machine, copy machine and phone system.

**Is this position closely, moderately or minimally supervised?** Minimally **Please explain:** An employee assigned to this position is expected to work independently in a variety of tasks and ask for assistance/clarification from the Executive Director when questions/concerns arise.

**Does this position have supervisory responsibility (i.e., responsible for hiring, firing, performance appraisals, etc.)?** Yes  No

Does this position have access to or handle company funds? Yes  No  If yes, please explain:

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Admitted and qualified to practice in the Supreme Court of the State of Washington.

**PHYSICAL REQUIREMENTS:**

Subject to lifting up to 10 pounds; standing, bending, stooping and reaching or sitting for eight hour periods, continuous contact with monitors/CRTs, and noise from communications and office equipment.

**WORKING ENVIRONMENT:**

Indoor climate-controlled office environment. The noise level in the work environment is usually quiet. The work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**MACHINES/TOOLS/EQUIPMENT/WORK AIDS:**

Personal computer, copy machines, telephone, fax machine, E-mail, and printers.

**POTENTIAL HAZARDS:**

The hazards are consistent within an office environment.

**ADDITIONAL COMMENTS:**

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Cynthia Shaffer, PHR, Human Resources Manager

APPROVED BY: Policy Board on 1-22-14 - M2014-03

DATE: 1-14-14