

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

COUNTY ATTORNEY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to represent and defend the County in all litigation; attend all meetings of the County Commission; advise the County Commission; County Mayor, and other officers and employees of the County concerning legal aspects of the County's affairs; and approve form and legality of all official documents.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides legal representation and counsel to ensure that all County functions are performed, and all County interests are protected in accordance with Federal, State, and County requirements.

Defends and prosecutes all civil claims for or against the county.

Analyzes the Probable outcomes of cases using knowledge of legal precedents.

Presents and summarizes cases to judges

Represents the county in court or before government agencies

Examines legal data to determine advisability of defending or prosecuting lawsuit.

Argues motions, meets with judges and questions witnesses during the course of a trial

Presents evidence to prosecute defendants in criminal or civil litigation

Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law.

Prepares search warrants and advises and assists agencies in their use.

Acts as chief counsel to the Rutherford County government.

Acts as a legal advisor to the county mayor, the county commission, and to all departments, officers and officials of the Rutherford County government.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or updating department manuals/documentation.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must be a citizen of the United States, have had no less than five years experience in the practice of law, Bachelor's degree in criminal justice or related field; supplemented by a law degree, and must be licensed to practice law in the state of Tennessee Must possess and maintain a valid Tennessee Drivers license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2.5 Maximum Continuous Time: 1.5

2. **SITTING**

Estimated Total Hours: 5 Maximum Continuous Time: 3

3. **WORK CONDITIONS**

Inside Building	<u> 100 </u> % of time
Outside	<u> </u> % of time

4. **HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date