

***Limestone
County Commission***

***Chairman
Collin Daly***

***Administrator
Ellen Morell***



***Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend***

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

COUNTY ATTORNEY

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$48.05 – 80.70 PER HOUR BASED ON EXPERIENCE.

**APPLICATIONS WILL BE ACCEPTED UNTIL
WEDNESDAY, SEPTEMBER 14, 2022**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



County Attorney
Commission

COMM/10
Job Grade: 26

JOB SUMMARY

This position serves as an in-house legal counsel to handle all complex legal matters and projects.

MAJOR DUTIES

- Prepares the appropriate legal documents for trial, court, and/or executive session proceedings.
- Represent the county in legal proceedings.
- Advises Human Resources on pertinent personnel matters.
- Design and oversee the company's policy and position on legal matters.
- Manages all legal operations and procedures.
- Researches, anticipates, and protects the county against legal risks and violations.
- Consults and handles all county legal processes (e.g. grants, agreements/contracts, lawsuits, compliance issues, transactions.)
- Provides assistance to the Chair on special projects, including economic development projects.
- Oversees grant applications and management processes for all county departments; researches and identifies grant funding sources; maintains county data used in grant applications; presents grant proposals to the Commission for approval; attends grant compliance workshops; reviews regular reports from department(s) receiving grants; prepares and submits required reports to granting agencies; files reimbursement requests.
- Develops, implements, and maintains comprehensive community and public relations.
- Prepares press releases to communicate with the general public.
- Serves as a Legislation Liaison on Limestone County's behalf.
- Provide utmost confidentiality in all business-related matters.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of communications and public relations principles and practices.
- Knowledge of federal, state, and local laws.
- Knowledge of computers and job-related software programs.
- Knowledge of grant application and management principles.
- Knowledge of county policies and procedures.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chair of the County Commission assigns work in terms of very general instructions.

GUIDELINES

Guidelines include county ordinances, applicable state, federal, and local laws, county policies and procedures, and directives from the County Commission. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. The variety of duties and strict regulations contribute to the complexity of the position.
- The purpose of this position is to implement, coordinate, and oversee legal matters. Successful performance helps ensure the overall effective and efficient operation of the county government.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, representatives of other organizations, and members of the general public.
- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have at least a baccalaureate degree in law.
- Licensed to practice law from the State Bar Association.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for at least one year.
- Excellent interpersonal and communication skills, both verbally and in writing.
- Must be a critical-thinker and problem-solver.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.