

**A RESOLUTION OF THE NEWTON COUNTY BOARD
OF COMMISSIONERS APPROVING AMENDMENT OF THE NEWTON COUNTY
CLASSIFICATION PLAN TO ESTABLISH A NEW
CLASSIFICATION TITLE STAFF ATTORNEY**

WHEREAS, on November 17, 2015 the Newton County Board of Commissioners voted to authorize the creation of an in-house legal department and the hiring of a staff attorney; and


WHEREAS, the Human Resources Director is responsible for recommending new classes of positions to be established as necessary for the maintenance of the Position Classification Plan and has performed a Job Analysis in accordance with Par. 6.104 of the Newton County At Will Employee Personnel Policy to develop a new Job Description for the Staff Attorney Classification Title; and

WHEREAS, the Human Resources Director, in accordance with Par. 6.105 of the Newton County At Will Employee Personnel Policy, has prepared a Job Description containing a summary of the essential job functions, qualifications and other duties of the Classification Title, Staff Attorney, and such Job Description is attached hereto as "Exhibit A".

NOW, THEREFORE, BE IT RESOLVED, the Job Description for the Classification Title Staff Attorney (attached as Exhibit "A") is approved by the Board of Commissioners and the Newton County Classification Plan shall be immediately updated by the Human Resources Director to reflect the new Job Description assigned to the Classification Title Staff Attorney.

So resolved this 5th day of January 2016.

NEWTON COUNTY BOARD OF COMMISSIONERS



William K. Ellis, Chairman

Attest:



Jackie B. Smith, County Clerk

EXHIBIT A

NEWTON COUNTY GOVERNMENT CLASS SPECIFICATION

CLASS TITLE: STAFF ATTORNEY
DEPARTMENT: LEGAL
REPORTS TO: COUNTY MANAGER

JOB CODE: 0355
DATE: 11192015 (REV)
SAFETY SENSITIVE: NO

PURPOSE OF JOB:

The purpose of this job is to provide advisory, transactional, and litigation related legal services to Newton County Government. Duties and responsibilities include, but are not limited to, preparing and presenting cases for trial; preparing briefs, motions, contracts, deeds, resolutions, and ordinances; providing legal counsel to various departments and boards and performing additional tasks as assigned.

JOB RELATED REQUIREMENTS:

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by Newton County safe driving policy.

Carries out responsibility in accordance with County policies, procedures, and applicable laws including: hiring and training in job skills; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

May be required to work on religious holidays.

EMERGENCY POSITION:

This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, fire or other forced evacuations or as determined by the Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides legal counsel to Newton County's departments; duties include rendering oral opinions, providing legal advice on government policies and procedures, preparing and reviewing deeds and contracts, conducting title searches, researching case law, and conducting other legal services as requested.

Prepares documentation to assist in the orderly administration of cases involving ordinances of the Newton County.

Prepares cases for trial, participates in motion practice, prepares briefs and memoranda, tries cases, and makes oral arguments in various courts and administrative tribunals on behalf of Newton County.

Prepares legal advertisements and reviews requests for proposals or invitations to bid as required by local, state, and federal laws and ordinances.

Conducts legal research by reviewing case law, legal opinions, codes, and statutes.

Drafts and reviews resolutions and ordinances for Newton County.

Reads legal journals and case law to maintain knowledge of the legal profession.

Negotiates settlements and consent orders in all cases.

Oversees attorney(s) in the performance of their duties, directs work assignments, handles employee concerns and issues, assists in an advisory and collaborative capacity in the hiring of new personnel and may complete employee performance evaluations and disciplinary actions.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Juris doctorate, current membership in the Georgia Bar Association and at least four years of trial law experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job is required.

Eight years of experience as a practicing Attorney with experience in at least four practice areas is preferred. (Note: Practice areas include: civil litigation, criminal litigation, administrative proceedings, appellate practice, contracts, real estate/probate, corporate, local government (ordinance, zoning, human resources, etc.), environmental, and/or taxation).

Two years of Supervisory, oversight or Management experience is required.

Must possess a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and procedures of Newton County and the operations and functions of the Office of the Attorney.

Knowledge of federal and state laws relevant to local government and rules of court.

Knowledge of legal practices, policies, and procedures as necessary in the completion of daily responsibilities.

Knowledge of the development and administration of operations and staff plans and objectives for the expedience and effectiveness of the specific duties of the position.

Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job.

Knowledge of resources for keeping informed of any changes in policy, methods, operations, and budgetary and equipment needs, etc. as they pertain to departmental operations and activities.

Knowledge of and proficiency with computers.

Ability to deal effectively with organizational, management, human relations and technical subjects.

Ability to negotiate and mediate.

Ability to develop and administer policies, procedures, plans, and activities and to monitor the performance of subordinates against measured, established goals.

Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.

Ability to effectively communicate and interact with subordinates, management, employees, members of the general public, and all other groups involved in the activities of Newton County as they relate to the Office of the Attorney.

Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.

Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including standard office equipment, a computer terminal, and a printer. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of legal and administrative documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare legal motions and briefs, memorandums, legal opinions, ordinances, resolutions, deeds, contracts, audit letters, policy proposals, legal advertisements, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of

administrative, technical, or professional languages including legal, accounting, and real estate terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize and determine percentages and decimals; and to perform special computations such as discount, interest, and proportion.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using computers and office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as computers and office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.