

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Hiring of
a New Employee – County Counsel**

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ORDER NO: 23184

WHEREAS, based on unanimous agreement of the Board of Commissioners, the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

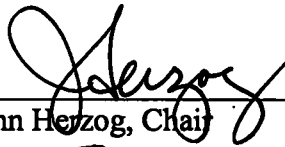
<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Michael E. Fitzgerald	County Legal Counsel	CC-3	\$9379/mo	Full Time

The job description is attached hereto and incorporated by reference.

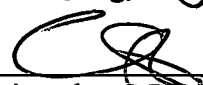
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of November 8, 2022.

DATED this 16th day of November, 2022.

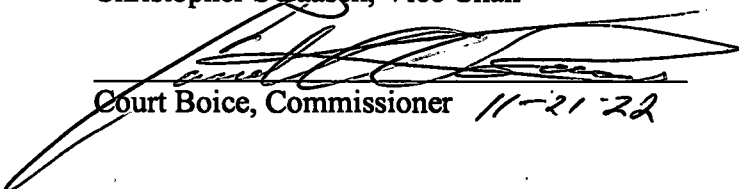
**BOARD OF CURRY COUNTY
COMMISSIONERS**



John Herzog, Chair



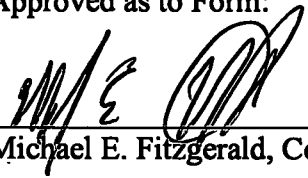
Christopher S. Paasch, Vice Chair



Court Boice, Commissioner

11-21-22

Approved as to Form:



Michael E. Fitzgerald, County Counsel

**CURRY COUNTY
JOB DESCRIPTION
JOB TITLE: County Legal Counsel**

EXEMPT: Yes
SALARY LEVEL: CC
SUPERVISOR: County Board of Commissioners
PREPARED BY: County Legal Counsel

August 2021

POSITION SUMMARY:

The County Legal Counsel serves as general counsel to the County. County Counsel provides a broad range of legal services to the Board of Commissioners, Assessor, Clerk, Sheriff and Treasurer, as well as the other County departments. Most services are of a civil law nature; criminal matters are handled by the District Attorney. Areas of law include but are not limited to: Public Records and Meetings; Local Government Legislation and Municipal Law; Contracts; Torts; Civil Litigation, Evidence and Procedures; Real Property and Land Use; Constitutional Law; Code Enforcement; Labor and Employment; Assessment and Taxation; and Elections. Curry County Counsel is the County's Public Records Custodian and is the County Risk Manager. Counsel performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to:

- Provides legal advice to the County Board of Commissioners, County officers, departments and various boards and commissions;
- Reviews and comments on documents presented to the Board of Commissioners for consideration;
- Attends all Board of Commissioner public meetings and work sessions (unless excused); attends meetings of other boards, committees and commissions, including but not limited to Budget Committee; Planning Commission, and Fair Board;
- Recommends appropriate action to resolve a variety of legal problems and issues;
- Interprets Federal, State and local legislation, statutes, rules and regulations;
- Reviews and makes recommendations of proposed policy or procedural changes;
- Negotiates, and assists in negotiations, of labor agreements, franchise agreements, land sale contracts, and other contracts;
- Researches and prepares ordinances, resolutions, contracts, agreements, leases, deeds, and other legal documents; investigates and analyzes issues related thereto;

JOB DESCRIPTION
JOB TITLE: County Legal Counsel – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

- Studies and interprets the application of laws, court decisions and other legal authorities and precedents;
- Prepares legal opinions, memoranda briefs, and press releases as appropriate;
- Assists and advises Board and management in employment hiring and discipline matters;
- Provides training to County department and staff;
- Represents the County in State Circuit Court, Oregon Court of Appeals, Oregon Office of Administrative Hearings, Land Use Board of Appeals, and Federal Court as needed;
- Prosecutes, defends and appeals civil legal actions, suits and other proceedings on behalf of the County; prepares and presents cases at trials or hearings; investigates facts; interviews and deposes witnesses; prepares case reports and summaries;
- Serves as Risk Manager for the County. Reviews all claims against the County and takes appropriate action including coordination with the County's insurance company's defense attorneys. May receive reports of claimed violations of County Personnel Rules;
- Other duties as assigned by Board of Commissioners

SUPERVISORY RESPONSIBILITIES:

Supervision is required of Legal Department support staff. Supervision of Board of Commissioners' Office staff is also included in this position.

QUALIFICATION REQUIREMENTS:

Knowledge of -

Thorough knowledge of
Oregon and Federal law;
Rules of evidence;
Legal practices, procedures and terminology;
Court procedures;

Proficient in

Legal research methods
Methods for preparing various legal documents associated with
administrative and judicial proceedings.

Working knowledge of typical office computers and programs.

Ability to -

Organize, interpret and apply legal principles and knowledge in conducting legal research and preparing legal opinions;
Communicate effectively both verbally and in writing;

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JOB TITLE: County Legal Counsel – Page 3

Ability to – (cont.)

Establish and maintain effective working relationships with County officials, court officials, other attorneys and the public.

Special requirements -

Member in good standing of the Oregon State Bar Association; Admission to Practice in State and Federal Courts.

EDUCATION AND EXPERIENCE:

Doctor of Jurisprudence degree from an accredited law school; five years experience in the practice of law, preferably with experience in public law; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

PHYSICAL DEMANDS:

Desk job. Many hours working on computer, involving viewing computer screen, keyboarding, and using the telephone. May involve standing and public speaking. Some travel required. Some lifting required. Reasonable accommodations may be made to individuals with disabilities.