

**JOB DESCRIPTION**

**JOB TITLE:** ASST. COUNTY COUNSELOR

**ORIGIN DATE:** DEC 2002

**REVISION DATE:** JUN 2022

**REPORTS TO:** COUNTY COUNSELOR & BCC

**DEPARTMENT:**

**DEPARTMENT NO.:** 10-01

**DIVISION:**

**JOB NO.:**

**CLASSIFICATION:** PROFESSIONAL EXEMPT

**JOB ZONE:** 8.0 and above

**I. JOB SUMMARY:** This is an exempt position. The role of the County Counselor is statutory, but essentially provides that the counselor acts as legal advisor to the Board of County Commissioners, and other elected and appointed officials. As the assistant to the County Counselor, this position supports the statutory duties of the County Counselor as follows: the Assistant County Counselor shall assist in advising the Board on such matters as employment law, tax issues, zoning, fencing, roads and bridges, contracts, benefit districts, and other matters civil in nature. In addition, the Assistant Counselor is also responsible for the prosecution of involuntary commitment cases in Lyon County. The Counselor’s primary obligation is to the County, and its Board of County Commissioners, not individuals, and acts in conjunction with the County’s insurance carrier, KCAMP, and the Assistant County Counselor shall mirror those responsibilities in support of the County Counselor and Board.

**II. REASONABLE ACCOMODATION STATEMENT:**

- a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

**III. ESSENTIAL DUTIES:**

- a. Assists the County Counselor in the performance of Counselor’s statutory duties as defined in 2022 Supp. K.S.A. § 19-247 *et seq.*
- b. As called upon by the Board of County Commissioners, using his/her legal expertise, provides legal advice on a range of topics to include employment law, tax issues, zoning, fencing, roads and bridges, contracts, benefit districts, and other matters civil in nature.
- c. Applies previously described legal expertise to responsibly and effectively present high level, complex, legal topics to the county officials, other counsel, Board or other meetings, **or court**, most commonly within area of expertise.
- d. Develops innovative solutions for complex issues that may have precedent-setting implication for the county, and strategically evaluates county actions to present ramifications for understanding and evaluation by all levels of decision-makers.
- e. Conducts complex legal research and investigations of claims and defenses; develops oral and written advice and presents recommendations to management; produces services and work product necessary for the completion of County business, including reports, contracts, resolutions, financial documents, correspondence, pleadings, legislation and renders legal opinions; provides strategic input toward the development of the County to include on-going review and implementation of policies and procedures

and their application in a lawful and consistent manner within area of expertise.

- f. Oversees prosecution of involuntary commitment cases pursuant to 2022 Supp. K.S.A. Ch. 59, Art. 29/29b and related subsections.
- g. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- h. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- i. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- j. Obligation to be reliable, responsible, dependable, and fulfill duties.
- k. Must show up for work on a regular and predictable basis as scheduled.

**IV. MARGINAL FUNCTIONS:**

- a. Perform other duties as needed upon request of county commissioners.

**V. MINIMUM QUALIFICATIONS:**

- a. Juris Doctorate from an ABA accredited law school.
- b. Active Kansas License to practice law, and fifteen (15) years of experience exhibiting technical and operational mastery of the law are required.
- c. Valid Kansas Driver's License or equivalent.
- d. Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write, and speak English fluently with the ability to speak a foreign language helpful.

**e. SKILLS:**

- i. Operate a motor vehicle and PC-based computer software including, but not limited to, Microsoft Word as well as related research software. Must be able to operate standard office equipment common to this position.
- ii. Must have the ability to communicate both orally and in writing clear, concise, legal advice.
- iii. Physical Requirements: Required to frequently lift objects weighing up to 30 pounds, extending from floor to 60 inches in height. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to communicate with the public and communicate with others directly or by telephone.

**1. Employees hired after August 2018:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**

- a. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
- b. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
- c. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
- d. Employee's position requires pushing a maximum force of 5 pounds.

- e. Employee’s position requires pulling a maximum force of 5 pounds.
- 2. **SAFE LIFTING CRITERIA:**
  - a. **Floor to knuckle:** 45 lbs.
  - b. **12” to knuckle:** 45lbs.
  - c. **Knuckle to shoulder:** 22.5 lbs.
  - d. **Shoulder to overhead:** 22.5 lbs.
  - e. **Carry:** 45 lbs.
  - f. **Push:** N/A
  - g. **Pull:** N/A

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).**

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_