



Campbell County Job Description

Classification Title	Legal Advisor, Sheriff's Office
Pay Grade	113
FLSA Status	Exempt

GENERAL SUMMARY

Performs a wide range of professional duties in providing legal services and advice to the Campbell County Sheriff and his employees which includes senior level decision making in the areas of constitutional law, criminal law, and issues related to law enforcement. Manages state and federal statutory, administrative, and regulatory compliance and communication. Research, facilitates, prepares, and reviews reports, policy development, and general correspondence.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Advise County Sheriff on legal matters.
- Appears before courts and administrative proceedings to represent the Sheriff's and interest as required. Prosecutes or defends assigned suits instituted by or against the Sheriff and his agents. Acts as liaison with outside counsel.
- Drafts various legal documents including contracts, leases, briefs, memoranda, motions, and resolutions.
- Provides guidance to the Sheriff and his staff in answering questions and providing information to the general public and public agencies regarding Sheriff Office operations, policies, and procedures.
- Renders technical legal advice and opinions to the Sheriff and his staff as required.
- Conducts on-going legal research and provides advice and guidance in connection with legal issues and requirements pertaining to the delivery of law enforcement services, jail operations, communications, records management, and civil process.
- Coordinates efforts of staff in resolving and responding to legal matters.
- Reviews law enforcement reports for clarity of expression and legal sufficiency when requested.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of law. Attends and participates in staff meetings and related activities. Serves on boards and committees as assigned.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Juris doctor from an accredited law school
- Three (3) to five (5) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities



Required Licenses or Certifications:

- Class C driver's license
- Admitted and licensed to practice in the State of Wyoming

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment
- Principles and applications of civil, criminal, and administrative law
- Judicial procedures, administrative procedures, and rules of evidence
- Fundamentals of litigation and alternative dispute resolution procedures including litigation at the trial court level, litigation at the appellate level, advocacy in administrative and executive forums, and proceedings in other dispute/resolution forums
- Operational characteristics, services, and activities of a county law program
- Organization, duties, powers, limitations, and authority of a County government and the County Attorney's Office
- Established precedents applicable to County activities
- Pertinent Federal, State, and local laws, codes, and regulations

Skill in:


- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Public speaking

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Conduct legal research
- Present statements of law, fact, and argument clearly and logically
- Apply the skills and concepts involved in negotiation
- Represent the County in a wide variety of civil, criminal, and administrative proceedings
- Interpret and make decisions in accordance with laws, regulations, and policies



Campbell County is an Equal Opportunity Employer.

Date created:	9/28/2019
Dates revised:	06/06/2022, 08/05/2022
Commission Approval	 08/16/2022

Signature

Date