

ASSISTANT CORPORATION COUNSEL

DEFINITION

Under the direction of the Corporation Counsel, provide legal services in one or more of the following areas: permanency planning, child support enforcement or general legal services.

EXAMPLES OF DUTIES

Assume major responsibility for legal functions in one or more of the following areas as directed: general legal services (provide legal advice to the county's various entities, including county officials, departments, commissions and the county board and its committees; draft resolutions, ordinances and motions; represent the county before state administrative agencies such as in workers compensation, unemployment compensation and labor relations cases; prosecute ordinance violations; draft leases and contracts; prepare documents relating to real estate transactions; represent the county's interests in litigation before state and federal courts); child support enforcement (prosecute paternity actions and child support enforcement actions); or permanency planning (represent the public interest in civil commitment and termination of parental rights and CHIPS cases). In any case, appointees will be expected to perform other related work as may be assigned by the Corporation Counsel and must be able to perform considerable independent legal research in both federal and state law as necessary. Appointees may be assigned to one of several work sites, some of which are physically located in other county departments.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited law school and admission to the State Bar of Wisconsin is required as of the date of appointment.

Knowledge, Skills and Abilities: Basic knowledge of civil law and a desire for extensive trial practice. Applicants must have the ability to provide effective legal advice to county elected and appointed officials in a variety of settings, including during meetings of legislative bodies. Prior experience in one or more areas outlined above is desirable but is not required.