

# CORPORATION COUNSEL

## DEFINITION

Under the general administrative direction of the County Executive, provide legal advice to county elected and appointed officials; represent the county in legal proceedings; supervise staff of the office of Corporation Counsel; and perform related work as required.

## EXAMPLES OF DUTIES

Attend meetings, hearings and other official business sessions of the County Board, its committees, commissions and agencies to provide legal counsel; draft leases and contracts to which the county is a party and review all contracts and leases entered into by the county; represent the county in contested administrative proceedings such as hearings involving Worker's Compensation, Unemployment Compensation and Equal Rights and labor matters; represent the county in federal and state court proceedings; prosecute county ordinance violations; draft briefs, memoranda and pleadings in connection with trial court and appellate matters; examine real estate titles and drafts documents associated with real estate transactions; represent the legal interests of the Dane County Housing Authority; draft resolutions, ordinances, amendments, motions, petitions and other documents for presentation to the County Board; offer legal advice and prepare legal opinions and memoranda for elected and appointed county officials; act as Parliamentarian at all County Board meetings; supervise outside counsel of the county; manage the operation of the office of legal counsel; prepare annual budget requests; monitor budgeted expenditures; supervise staff consisting of Deputy Corporation Counsel, Assistant Corporation Counsel, para-professionals and support staff; recruit, select, train, evaluate, promote and discipline employees of the office.

## EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited law school; membership in good standing in the State Bar of Wisconsin; five years experience in the practice of law, the equivalent of one year of which must have been in full-time practice of Wisconsin municipal law. The requirement for general experience in the practice of law must be concentrated in the civil area and may include the full-time practice of municipal law. The requirement for general experience may be met by practice in a state other than the State of Wisconsin; however, the one year requirement for full-time practice of municipal law must have been gained in this state while performing legal services for a Wisconsin municipality or the candidate must demonstrate that he/she has achieved the equivalent of this experience. Plus, must have experience supervising and managing attorneys and support staff.

Knowledge, Skills and Abilities: Knowledge of laws affecting Wisconsin counties, airports, housing authorities; knowledge of Worker's Compensation, unemployment compensation, real estate transactions, civil rights, labor relations, and other areas of county activity; knowledge of parliamentary procedures; knowledge of managerial and supervisory practices and principles; effective oral and written communication skills; ability to represent Dane County in legal proceedings; ability to negotiate with organized labor groups; ability to provide legal advice to elected and appointed county officials; ability to supervise and manage a large staff of attorneys and support personnel.