

# DEPUTY CORPORATION COUNSEL

## DEFINITION

Under the general direction of the Corporation Counsel, provides general civil legal services, including legal services unique to government operations, to the County Board of Supervisors and County management. Performs related work as required.

## EXAMPLES OF DUTIES

Provides legal advice to the County Board of Supervisors, individual supervisors, committees of the Board, other county agencies and county management personnel; prepares legal opinions and memos; drafts resolutions, ordinances and amendments; represents the county in civil litigation including litigation before administrative agencies of the state and federal government; drafts contracts and leases to which the county is a party; represents the county's interests in bankruptcy proceedings; examines land titles and prepares legal documents necessary for the purchase, sale or exchange of land; assigns cases to assistant corporation counsels. Relative to these tasks, performs considerable independent professional judgment.

## EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited law school. Prefer civil litigation experience including trial practice.

Knowledges and Abilities: Basic knowledge of the civil law as it affects county government, including such areas as Worker's Compensation, Unemployment Compensation, labor relations, bankruptcy, civil rights and trial practice; ability to provide effective legal advice to county elected and appointed officials in a variety of settings, including legislative meetings; ability to prepare and plead civil actions; ability to communicate effectively orally and in writing.

Special Requirements: Licensed to practice law in the State of Wisconsin and possession of or eligibility for a valid Wisconsin driver's license with access to personal transportation.