



POSITION: Staff Attorney
JOB CODE: 2352 **GRADE:** 124G
DEPARTMENT: Legal **DIVISION:** _____
REPORTS TO POSITION: County Attorney
STATUS: Full-Time **FLSA:** Exempt

Position Summary

Position assists the County Attorney and Deputy County Attorney in the Legal Department with efficiently supporting the needs of the executive branch. Serves as legal counsel for County departments and agencies on a wide range of issues. Position is responsible for preparing and rendering legal opinions and advice regarding procurement, contracts, and other legal matters. Position is exempt and reports to the County Attorney.

Position Responsibilities

1. Review proposed client contracts to identify deviations from the County's purchasing and contracting standards.
2. Implement and review purchasing standards and rules to meet County purchasing requirements.
3. Evaluates and drafts contracts.
4. Writes and renders opinions and rulings on legal issues.
5. Negotiates and documents revisions to the County's standard subcontract documents.
6. Provides legal advice in the form of written and oral opinions to representatives of County departments, offices, boards, and commissions.
7. Reviews, approves, and interprets the legal form of deeds, decrees, leases, contracts, and other legal documents.
8. Analyzes legal issues in designated areas and recommends disposition; prepares and conducts litigation; and recommends appeals or settlement based on a professional evaluation.
9. Research case law, statutes, secondary legal sources, local/evidentiary rules.
10. Performs data analysis to proactively support claims identification and management relating to purchasing contracts and project management.
11. Communicates with state, local, and federal agencies and interested persons as necessary.
12. Completes special projects and other assigned tasks.

Minimum Qualification Requirements

Education

Juris Doctorate degree from an accredited School of Law.

Experience

Minimum of two (2) years' experience in the practice of law in the State of Maryland.

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Admitted to practice law in the State of Maryland required.

Knowledge, Skills & Abilities

1. Knowledge of the principles and practices of substantive and procedural law.
2. Knowledge of litigation procedures, and administrative law.
3. Ability to effectively present and argue cases in court.
4. Knowledge of the principles, methods, materials, and practices of legal research.
5. Ability to analyze and interpret contracts, legal documents, and instruments.
6. Strong verbal and written communication skills.
7. Analytical, problem solving, interpersonal, negotiation, and legal reasoning skills.
8. Strong organizational skills and flexibility.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.