SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: DEPUTY LEGAL COUNSEL

GENERAL DESCRIPTION OF DUTIES

This position reports to the Legal Counsel & Ethics Officer and serves as public affairs counsel for the Clerk & Comptroller. Employees in this classification handle political, confidential and sensitive issues requiring a high degree of discretion and diplomacy. Incumbent is responsible for researching, analyzing, and synthesizing local and state legislative activity and other matters as they relate to the Clerk & Comptroller's office. In the absence of the Legal Counsel & Ethics Officer, employees in this classification may act as general attorney backup and complete and participate in special projects as assigned. Employees in this classification may also provide initial consultation on HR related issues such as employment regulations, regulatory compliance, complaint investigations, etc. as requested.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

> The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Proactively monitors and analyzes state and local issues and legislation and the potential impact on the office

Attends board and committee meetings in conjunction with the Clerk & Comptroller

Conducts in-depth research on legislative issues; analyzes and synthesizes legislative activity as it relates to the Clerk & Comptroller's office

Tracks legislation; updates the Clerk & Comptroller, or designated staff members, on current legislative activity, news and events relevant to the office

Proactively and creatively develops correspondence, speeches and presentations on all matters related to the role of the Clerk & Comptroller for internal and external audiences

Conducts research from a wide variety of sources as needed to draft articles, speeches, and reports as requested by the Clerk & Comptroller; conducts legal research on tax deed surplus, HR, and other organizational issues

Provides consultation on employment practices to ensure compliance with regulatory requirements, policies and procedures

Partners with HR in conducting internal investigations involving legal issues such as harassment, discrimination, disciplinary actions, etc.

May review Maintains an understanding and constant awareness of all local and state issues impacting the Clerk & Comptroller's office

Acts as general attorney backup in absence of Legal Counsel & Ethics Officer

Represents the Clerk & Comptroller in the community as directed to maintain an awareness of the Clerk & Comptroller's office; provides a conduit for the public to communicate with the Clerk & Comptroller; prepares, organizes, and speaks at community events

Acts as legal liaison for ITN, RFP, and RFQ; attends negotiations

Researches, responds, and attends bond hearings

Communicates with management, employees, other departments, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; attends various meetings and serves on committees as needed

Responds to policy and procedural inquiries from the general public, community leaders, senior management staff, and other interested internal and external parties; drafts general correspondence responses to customers

Updates document bank of forms

Functions in a relief capacity for other executive administrative support staff as needed in receiving calls/visitors and performing routine administrative and operational duties

Exercises confidentiality and discretion in processing matters of a sensitive and confidential nature

Operates various office equipment, i.e., computer, printers, copy machines, telephone systems, facsimile machines, misc., mobile devices, etc.

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

> While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

DEPUTY LEGAL COUNSEL

MINIMUM TRAINING AND EXPERIENCE

Juris Doctorate from an accredited university with membership in the Florida Bar Association in good standing, supplemented by three (3) years of recent and relevant experience in public entity business operations, communications, community relations, human resources, or public affairs; demonstrated exceptional verbal/written communication skills and local and state legislative research experience are required; or an equivalent combination of education, training and experience. Familiarity with Lobby Tools® and other legislative research tools is preferred.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. ☐ Yes ☐ No

I would like to request a reasonable accommodation. ☐ Yes ☐ No
**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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Employee Signature Date

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Printed Name Department