NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Title: PART-TIME ATTORNEY

GENERAL STATEMENT OF DUTIES: As part-time assistant to the County Attorney, performs specialized professional and confidential legal work for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and confidential specialized legal work which involves preparing and arguing the County's position in litigation, providing legal counseling to County departments and agencies, and coordinating and overseeing litigation handled by attorneys on contract to the County. Responsibilities also include conducting research and investigations and drafting legal documents. Work is performed under the general supervision of the County Attorney or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Prepares and argues the County's position in litigation;
- Coordinates and oversees legal work handled by attorneys on contract to the County;
- Advises County departments and agencies on legal matters;
- Drafts legal documents;
- Conducts research and investigations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service.
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the rules of evidence and procedure; good knowledge of local Court rules; some knowledge of one or more substantive areas of law relating to County Government, such as workers' compensation, contracts, planning and zoning, personal injury, and pension; good knowledge of legal research and writing; ability to interpret and apply laws, ordinances, policies, and procedures; ability to establish and maintain effective working relationships with department managers, legal personnel, other agencies, and employees; ability to communicate courteously and effectively, both verbally and in writing; ability to draw valid conclusions.

MINIMUM QUALIFICATIONS: At least three (3) years experience in the field of law; graduation from an accredited law school; and either membership in good standing in the Delaware Bar or the ability to practice law pursuant to Delaware Supreme Court Rule 55.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 01/12/10

Number 1545
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Date 01/12/10

Approved: [Signature]