CLASS SPECIFICATION

Title: ASSISTANT COUNTY ATTORNEY I

GENERAL STATEMENT OF DUTIES: Performs specialized professional and confidential legal work for New Castle County; performs legal work as required by the County Attorney, County Solicitor or their designee and as required by the assigned area of expertise.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and confidential specialized legal work involving legal advice, assistance and representation. Also prepares and argues the County’s position in litigation, provides legal counsel to departments and agencies as required, and conducts legal research in areas as assigned by the County Attorney, County Solicitor or their designee.

EXAMPLES OF WORK: (Illustrative Only)

- Provides legal advice and assistance;
- Represents New Castle County on assigned matters;
- Works with assigned department to implement training;
- Conducts research, handles litigation, drafts legal documents and performs other legal work required for area(s) of representation or as assigned by the supervising attorney;
- Represents boards or commissions as assigned;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operate a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Excellent legal research and writing skills; excellent interpersonal skills and the ability to interact with and advise department managers and employees; knowledge of government law; knowledge of current board and court rules and the rules of evidence and procedure; ability to communicate courteously and effectively both verbally and in writing; ability to interpret and apply laws, ordinances, policies and procedures.

MINIMUM QUALIFICATIONS: At least two (2) years of 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: 07/15/08