

NEW CASTLE COUNTY GOVERNMENT

Number 0275

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Date 11/17/20

CLASS SPECIFICATION

Title: FINANCE LEGAL OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible, confidential professional work, primarily of a legal nature, assisting the Office of Finance and each of its Divisions in carrying out the duties and responsibilities imposed upon them by Federal, State and County law, and does related work as assigned by the County Attorney.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the primary legal advisor to the Office of Finance, including the Chief Financial Officer and the Divisions of Accounting, Budget, Treasury, and Assessment. This employee performs a broad spectrum of legal work, including preparing and arguing the County's position in litigation involving the Office of Finance, and, at the discretion of the County Attorney, in other complex or novel litigation having the potential to impact the County's finances or policies. Duties also include the development and maintenance of a comprehensive system for collection of delinquent property and realty transfer taxes and sewer service charges. Under general supervision of the County Attorney, this employee has wide discretion in devising procedures and processes and is responsible for legal decisions and trial work. This employee confers with the Chief Financial Officer and the County Attorney on matters of legal policy.

EXAMPLES OF WORK: (Illustrative only)

- Advises the Office of Finance on legal issues relating to assessment, valuation, taxation and exemption of real property, and the administration and enforcement of the New Castle County realty transfer tax;
- Works with the County Executive, Office of Finance and County Attorney in implementing and monitoring general reassessment of real property, including the development of specifications for contracts with reassessment experts, the selection of reassessment vendors and the drafting and enforcement of contracts with such vendors to ensure compliance at all stages with relevant legal requirements;
- Defends the Office of Finance in administrative and judicial appeals from property tax assessments and exemption determinations;
- Protects the County's interest in bankruptcy actions by reviewing all bankruptcy filings, by drafting and filing Proofs of Claim and other legal documents, where necessary, and by presenting legal arguments to the United States Bankruptcy Court where required;
- Reviews and approves applications for general property tax exemptions and abatements, including realty transfer tax exemptions where a specific legal question is raised;
- Represents the Office of Finance in court proceedings, administrative hearings and other forums;

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- Initiates, monitors and follows through on all legal collection matters, including the filing of monitions and related legal work;
- Coordinates and oversees legal work handled by assistants and other staff and attorneys on contract with the County to perform legal work related to the Office of Finance;
- Prepares ordinances and resolutions for County Council on matters of interest to the Office of Finance;
- Drafts State legislation to further New Castle County's financial-related interests and advises the Chief Financial Officer on effects of Federal, State, or County financial-related legislation, or other matters affecting the County;
- Reviews County bond programs and participates in bond-related activities;
- Performs various confidential and professional legal functions as requested;
- Assists with County efforts to dispose of surplus real property;
- Provides legal advice regarding preparation of the budget; payroll issues; audit issues; accounts payable issues; and accounts receivable issues;
- Negotiates and drafts/revises contracts that the Office of Finance wishes to enter;
- Advises the Chief Financial Officer in connection with his or her membership on County boards, such as the Pension Board;
- 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: Thorough knowledge of the principles and practices of substantive and procedural law; substantive litigation experience, preferably including extensive briefing, hearing and trial experience; thorough knowledge of the methods, sources of information and materials of legal research; ability to conduct effective legal research and analysis and to draw valid conclusions; familiarity with the legal problems, limitations, and requirements relating to County government; comprehensive knowledge of relevant Federal, Delaware and County laws, ordinances and regulations; familiarity with financial statements and accounting concepts; familiarity with the correct form of legislation to be presented to County Council and the State legislature for action; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain effective working relationships with County personnel at all levels, other governmental agencies, members of the Delaware Bar and the public; ability to handle a high-volume workload with minimal supervision; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Must be a member in good standing of the Bar of the Supreme Court of the State of Delaware, and be admitted to practice before all Federal courts in Delaware. Must have at least five years of legal experience to include the following areas: real estate law or property assessment law, collection law, litigation,

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bankruptcy law, and at least one year experience with local government; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

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| Established: | 09/124/85 |
| Revised: | 09/18189 |
| Revised: | 07/01197 |
| Revised: | 09/20/93 |
| Revised: | 10128/96 |
| Revised: | 07/01197 |
| Revised: | 05/01/01 |
| Revised: | 11/17/20 |