

# Metropolitan King County Council

## Position Descriptions



Position: Deputy Chief Legal Counsel	FLSA: salaried, overtime exempt
Department: Council Administration	Salary Grade: 135
Council Approved: January 8, 2018	

### **Summary**

Serves as Deputy Chief legal counsel and advisor to the Council. Conducts legal research and provides advice on a variety of matters dealing with public policy, legislation, and Council actions. The Deputy Chief Legal Counsel is a salaried, at-will, overtime exempt classification. This position reports to the Chief Legal Counsel and is responsive to all council members.

### **Distinguishing Career Features**

The Deputy Chief Legal Counsel is a high-level professional position that, under the direction of and in coordination with the Chief Legal Counsel, operates with considerable latitude in providing legal advice and review to the Council and its staff.

### **Essential Duties and Responsibilities performed under direction of and in coordination with Chief Legal Counsel:**

- Serves as Deputy Chief Legal Counsel to the Council, advising on public meetings and records laws, legislative matters, and other legal issues. Coordinates with the Office of the Prosecuting Attorney and outside counsel in providing legal advice and representation to Council members and staff.
- Advises elected officials and Council staff on a variety of legal matters including legislation, policies, and lawsuits involving the County.
- Participates as needed in regular and special Council and committee meetings to provide legal advice on issues that are anticipated and/or under deliberation.
- Researches administrative legal issues such as those dealing with human resources or liability of Council members and staff. Drafts oral and written legal opinions on proposed actions. Reviews and drafts documents to implement Council policy, rule changes, and other determinations.
- Responds to, and develops opinions and recommendations to appeals of Council decisions in matters other than land use decisions, on which advice is provided directly by the Prosecuting Attorney.
- Represents the legal interests of the Council at meetings involving legal issues with the Executive branch, other County agencies, other jurisdictions, business, community and other groups dealing with the County.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

- Requires advanced professional knowledge of the theories, principles, and practices of civil

and administrative law as they relate to municipal governments.

- Requires in-depth knowledge of the responsibilities and obligations of public officials and administrative agencies.
- Requires advanced knowledge of state and federal court procedures and rules of evidence.
- Requires knowledge of and skill at interview techniques and methods and strategies for fact finding.
- Requires advanced knowledge of the methods and techniques of legal research and investigation.
- Requires in-depth knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Requires in-depth knowledge of municipal codes, County ordinances, state and federal law and regulation, court decisions and other legal requirements applicable to Council and general municipal government functions, operations and personnel.
- Requires well-developed knowledge of modern English to prepare and review effective and professional legal and business communications.
- Requires extremely well-developed human relations skills to adapt to diverse personalities and styles, establish harmony and cooperation with others having competing objectives, prepare and deliver formal presentations, and enter into discussions with a variety of stakeholders in situations that may be sensitive, high risk, and publicly visible.

### **Abilities**

- Requires the ability to carry out the functions of the position.
- Requires the ability to prepare legal opinions, briefs, legislation, and other legal documents and instruments. Requires the ability to draft clear, concise, and competent legislation, agreements, and related correspondence.
- Requires the ability to read, analyze, interpret, explain and apply specific information contained in County and State Codes and federal laws and regulations.
- Requires the ability to define and analyze complex legal issues and problems, research and organize facts, evaluate alternatives and develop sound conclusions and recommendations.
- Requires the ability to present statements of fact, law and argument clearly, logically and persuasively when representing the Council in formal proceedings.
- Requires the ability to exercise sound, independent judgment within general policy guidelines and legal parameters.
- Requires the ability to remain neutral on issues where there are competing political agendas and to use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
- Requires the ability to strictly maintain confidentiality of communications with Councilmembers and staff.
- Requires the ability to develop and maintain effective working relationships with a diverse group, including elected officials, staff, the Executive branch, representatives of other public agencies, media representatives, and the public.

### **Education and Experience**

The position requires graduation from an accredited school of law and 10 years of experience in municipal law or equivalent experience. Must be a member in good standing of the Washington State Bar Association.

**Licenses and Certificates**

Requires admission to practice law in the state of Washington and active membership in the Washington State Bar Association.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.