**Class Summary**

The responsibilities of this classification include providing advice on legal and policy matters for the King County Sheriff’s Office (KCSO).

**Distinguishing Characteristics**

This is a single level classification. Incumbents within this classification formulate, monitor, analyze and manage legal strategies on behalf of the Sheriff. Incumbents provide counsel to members of the agency’s executive staff on the development of policies directly affecting the county, the county’s served population, and employees. The incumbent maintains significant responsibility in coordination with the Prosecuting Attorney’s Office (PAO), to provide legal advice.

Only positions within the KCSO may be allocated to this job classification. Use of this classification requires prior approval from the PAO.

**Examples of Duties**

1. Provide advice and services on matters within the purview of the Sheriff. Interpret policies and procedures; collaborate with the PAO or other attorneys and analyze legal requirements of laws and regulations.
2. Monitor and advise agency leadership of current court decisions and legislation affecting the operations, practices, and policies of the agency.
3. Recommend and draft changes to King County code and other laws and regulations to support agency objectives. Evaluate new legislation for impact on agency program and services. Write and review contracts and other agreements.
4. Serve as liaison with internal agencies such the PAO, Human Resources, Office of Labor Relations, and Office of Risk Management as well as with other external municpal, state and federal agencies.
5. Provide guidance to agency leadership in addressing sensitive or controversial employee relations issues. Assist the assigned agency with training of employees regarding statutory and case law developments.
6. May oversee internal investigations and/or work with external/internal investigator performing investigation.
7. May supervise or assign work to staff.
8. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of the law in the assigned specialty area relating to the Sheriff’s Office, developed through academic training, seminars, and legal work experience in the specialty area

Advanced knowledge of state statutes relating to municipal affairs and/or employment law and modern policies and practices of public administration

Advanced skill in interpreting, explaining and applying pertinent laws, rules, regulations, policies and guidelines

Knowledge of the principles, methods and practices of internal investigation

Skill in understanding and interpreting complex laws and regulations

Skill in preparing and analyzing complex legal documents and legislation

Skill in researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions

Advanced skill in problem-solving, conflict resolution, decision making

Advanced skill in verbal communication including making formal presentations to diverse audiences including executives, County officials, senior managers and committees with diverse opinions and considerations

Ability to anticipate forseeable consequences of advice and recommended actions to ensure that decisions made and actions taken are practical, effective, sound and supportable.

Ability to establish and maintain effective working relationships with employees, the court system, and the general public

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office

**Education and Experience Requirements**

Juris Doctor degree from accredited law school and/or admitted to practice law in Washington State at the time of application and extensive professional experience as a practicing attorney

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Member of the Washington State Bar Association, in active status and in good standing, or have the ability to become licensed to practice in Washington

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 03/2017 - Created |