

FRANKLIN COUNTY CLASSIFICATION DESCRIPTION

TITLE: **CHIEF CIVIL DEPUTY**
DEPARTMENT: **PROSECUTING ATTORNEY**
REPORTS TO: **CHIEF DEPUTY/PROSECUTOR**

DEFINITION:

Is responsible for providing legal advice to county officials and representing the county in civil suits.

NATURE OF WORK:

Advice: Advise the Board of County Commissioners, Department Heads and Elected Officials. This includes informal verbal opinions, letter answers and formal opinions.

Supervision: Supervises Civil Deputy working on civil matters. Supervises Child Support DPA

Litigation: Is chief litigator on defense of lawsuits against the County. As Franklin County's only insurance coverage is through Risk Pool which emphasizes prosecutor representation of counties in said suits, litigation involves multimillion dollar claims and very complex litigation.

Coordinates with Risk Manager in investigating incidents involving county liability. Works with insurance carrier, insurance agent, service company, attorney and others in the defense and settlement of claims.

Plans, directs and coordinates comprehensive legal services for the county; attends meetings and provides counsel to the Commissioners on civil and criminal matters and in administrative hearings.

Distributes work to professional and secretarial legal staff; ensure proper and efficient work flow. Reviews documents prepared by legal staff to ensure proper legal principles and procedures are followed and to ensure advice to county clients is accurate and responsive.

Directs or participates in the drafting and review of letters, ordinances, contracts resolutions, policies and other legal documents enacted by the county to ensure proper wording limiting the county's liability, ensure they carry out the County's intent and to ensure they comply with applicable laws and protect the city's interest.

Tracks legal and policy issues of importance to the county; reads legal journals and utilizes networks to establish contacts and sources of information relevant to the county.

Risk Management: Supervises implementation of County Risk Management Program.

REQUIREMENTS:

Bachelor Degree, Juris Doctor Degree, member of Washington State Bar.

This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.