

COURT ADMINISTRATION

POSITION TITLE: GENERAL COUNSEL 9100

GENERAL DESCRIPTION OF DUTIES

This is a highly professional position with the responsibility for advanced legal and administrative services to the Seventeenth Judicial Circuit. This position involves responsibility for providing legal advice and assistance to the Chief Judge, Court Administrator, judiciary and senior members of the Administrative Office of the Courts staff. Work is performed under the general supervision of the Chief Judge and/or the Court Administrator with very wide latitude for the exercise of independent professional judgment.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares, negotiates, or reviews contracts, ordinances, resolutions, administrative orders, and other legal instruments for the Seventeenth Circuit; renders opinions relative to the substance, form, and propriety of such documents; provides review of legally sensitive correspondence.

Attends meetings of state, local, and other community committees and provides legal representation as required by proceedings.

Provides legal assistance related to grant applications.

Acts as liaison between the Administrative Office of the Courts, the State Attorney's Office, County Attorney's Office, and other county, state, and federal agencies.

Conducts legally sensitive investigations involving Administrative Office of the Courts personnel, contractors, agents and representatives.

Supports and assists in the preparation of training programs for the judiciary and staff attorneys of the Seventeenth Judicial Circuit.

Researches and responds to inquiries from Judges and court staff regarding ethical issues and considerations.

Confers with office personnel on varied legal matters and on ramifications of office regulations and procedures, court procedures, proposed activities, proposed and existing legislation and case law.

Monitors legal actions involving judicial and quasi-judicial officers and court staff.

Works with court program personnel and other administrative staff to coordinate public information they release, including assisting with writing and disseminating these materials.

Edits material designed for internal and external communication to ensure credibility, understanding and readability, and to approve format, style, content, grammar and composition.

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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of county ordinances and charter provisions, state and federal law, and of constitutional law affecting county government.

Thorough knowledge of judicial procedures, rules of evidence, and methods of legal research.

Ability to analyze, appraise, and organize facts, evidence, and precedents in difficult and complex cases and to present such material in clear and logical form for oral and written presentations or in briefs and opinions.

Ability to establish and maintain effective working relationships with Administrative Office of the Courts staff members, and officials of the Seventeenth Judicial Circuit and Broward County.

Attendance is an essential function of the job.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited school of law and extensive years of experience in the practice of law, with at least four (4) years of professional experience in public or court administration. Member of the Florida Bar, or any equivalent combination of education and experience.

Effective: February 2006