

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:       LEGAL ADVISOR/SHERIFF**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide the Sheriff and other departmental employees with relevant legal information and advice as needed.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides legal advice, assistance, and/or legal opinions to employees involved in criminal investigations/cases and in personnel matters such as hiring, discipline, and terminations.

Assists with preparation and defense of civil lawsuits brought against the county, department, and/or employees.

Serves as legal liaison to the department by assisting staff in drafting policy proposals, conducting legal research, and providing technical assistance on legal issues affecting the department.

Analyzes federal and state legislation, civil and criminal, and agency regulations; informs the department of changes, additions, impact, and effect of such laws and regulations on police operations and services.

Performs legal research on specific legal issues; assists with ordering legal updates for officers; researches relevant federal and state laws, case law and legal opinions to maintain proficiency and knowledge of current legal matters, trends, and practices.

Facilitates development and writes new departmental policies and procedures; updates, prepares, and/or issues current policy, standard operating procedures, selected county ordinances manuals/booklets, and general orders to officers and/or employees.

Conducts orientation classes on standard operating procedures for new officers; assists with preparation and administration of examinations and documentation used to assess personnel for rank promotions.

Assists with preparation and monitoring of various county contracts; works with departmental personnel to return property and evidence no longer needed in cases to its rightful owners.

## **Clayton County, Georgia ~ Legal Advisor/Sheriff**

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Responds to questions and requests for information by telephone or in person from citizens and attorneys concerning state laws, county ordinances and departmental policies; assists with responding to open records requests and providing documentation.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; assists with ordering law books for the law library; maintains professional affiliations.

Serves on and/or attends meetings of special panels, boards, and/or committees; provides information on relevant changes in the law; attends seminars, and specialized/update training sessions as appropriate.

Completes, prepares, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, processes, forwards or retains as appropriate; prepares and maintains files and administrative records.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives.

### **ADDITIONAL FUNCTIONS**

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary; picks up, delivers, orders and distributes supplies as needed.

Substitutes for co-workers in temporary absence of same; performs other administrative tasks as assigned.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Law Degree required; must be a member of and in good standing with the Georgia Bar Association. Must possess and maintain a valid Georgia driver's license. May be required to attain and maintain additional certifications.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying and/or pulling of materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*