



## COUNCIL LEGAL ANALYST

**Department: Council**  
**Job Class #: 060500**  
**Pay Range: Council Staff 06**

**FLSA: Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION:**

This is complex, high level professional work performing legal and policy research and analysis on issues relevant to the Pierce County Council and its Committees. Incumbents in this position assist the Council and its Committees in analyzing proposed legislation and assists in implementing the Council's policies and legislative program.

**SERIES CONCEPT:** The Council Legal Analyst is the first of a two-level series. The Council Legal Analyst is distinguished from the Council Legal Analyst, Senior classification by the level of complexity, controversy, political sensitivity and magnitude of the work performed, requiring commensurate analytical, leadership, project management, strategic planning and written, presentation and oral communication skills. The Council Legal Analyst does not perform lead or supervisory duties, and is typically characterized by experience and expertise in a particular skill or public policy area.

### **ESSENTIAL FUNCTIONS:**

- Drafts ordinances, resolutions, amendments to ordinances and resolutions and memoranda, letters and other relevant correspondence.
- Responsible for reviewing issues and conducting research on pending issues.
- Manage committee operations and scheduling from time to time.
- Provides legal and policy research support to Council and Council committees.
- Prepares written and/or oral analyses of proposed legislation for Committee members.
- Develops strategies, options, and/or policy recommendations for Council review and action.
- Identifies issues and proposes initiatives for Council consideration.
- Reviews ordinances and resolutions prior to adoption by the Council.
- Coordinates interaction among Council and other branches of government.
- Represents and negotiates on behalf of Council on specific issues as directed by Council.
- Work relatively independently and proactively identify emergent issues or problems, bring them to the attention of decision-makers, and develop recommendations for solutions.
- Present analysis in public council meetings or other settings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work schedule may include evenings, weekends, and holidays.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** Employees are expected to function with relative independence and have latitude for exercising independent judgment within the framework of statutory requirements and existing policies and procedures. Although supervised by a Council Administrator, the employee may derive work assignments directly from the Council. The supervisor is kept informed about such requests through regular staff meetings and other communications. In general, the employee obtains supervisory direction and guidance only for unusual situations which have no clear precedent.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Council Legislative Analyst works in an office environment on a daily basis with the occasional need to visit outdoor locations, such as parks, wetlands, building sites, etc. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis; however, attendance and participation at meetings, public hearings, conferences, workshops, or similar venues may require working outside of normal scheduled hours. Extended periods of concentration and sedentary work along with prolonged standing on hard surfaces are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting (up to 30 lbs.) associated with the classification as it is currently performed. Ability to travel to other work sites and attend evening meetings is required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Statutory construction.
- The role of the legislative branch of county government.
- Local, state, and federal government organization, operation, and finance.
- Legislative procedures and operations.
- A specific area of specialization, such as criminal justice, land use, environmental science, public administration, public works, finance, etc.

#### **Skill in:**

- Research methods and techniques.
- Personal computer processing: word processing, presentation software, and spreadsheet applications and terminology.
- Professional writing and speaking.
- Researching and interpreting laws and regulations.
- Representing senior management at public meetings and other venues.
- Project management.
- Facilitation.

#### **Ability to:**

- Gather, analyze, synthesize, organize and evaluate a variety of data.

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- Interpret administrative directives and use initiative and sound judgment in applying same to the work situation.
- Analyze and evaluate the economic, political and social impacts and consequences of legislative policies and actions.
- Assess the relative advantages and disadvantages of alternative courses of Council and Executive action(s).
- Organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner, in both oral and written form.
- Maintain the confidentiality of information.
- Plan and organize the work independently without immediate supervision.
- Work under pressure and meet deadlines.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

#### **MINIMUM REQUIREMENTS TO APPLY:**

Graduation from an accredited law school and membership in the Washington State Bar Association is required. Experience in public/government law preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Must possess a valid Washington State Driver's license, or the ability to obtain the license, or otherwise meet the travel requirements of the position. Successful completion of all required background checks may be required prior to employment.