



SENIOR COUNSEL

Department: Executive
Job Class #: 165400
Pay Range: Executive 40

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: The Senior Counsel serves as the chief legal advisor to the Executive and serves as a senior advisor to the Executive on policy, administrative, and related matters. Within the scope of delegated authority, the Senior Counsel is also responsible for developing and supporting department implementation of Executive-authorized initiatives and other projects as may be authorized by the Executive.

Additionally, the Senior Counsel serves as an Executive liaison to the Prosecuting Attorney's Office Civil Division.

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

ESSENTIAL FUNCTIONS:

- Serve as chief legal advisor to the Executive and Executive Office staff related to contracts, agreements, and other matters within the incumbent's expertise.
- Serve as senior advisor to the Executive on policy, administrative, and related matters.
- Develop and support department implementation of initiatives authorized by the Executive.
- Serve as Executive liaison to the Prosecuting Attorney's Office Civil Division.
- Keep the Executive apprised of, and appropriately involved in, significant actions undertaken on the Executive's behalf. This includes informing the Executive of initiatives under consideration and receiving authorization prior to proceeding with development and implementation.
- Conform to the County Charter, Code, Finance Policy and Procedures Manual, Human Resources policies and applicable portions of the Administrative Guidelines for Career Service, and Information Technology Policies and Procedures.

OTHER JOB FUNCTIONS:

Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of and is responsible to the Executive.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

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 demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, climbing stairs, pushing, pulling and lifting. Incumbents in this

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Classification Description – Pierce County

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position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various training locations is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the knowledge, skills and abilities to successfully perform the essential functions of the position. Communicate effectively in order to provide regular updates and recommendations to the Executive and as requested communicate both verbally and in writing with other County employees, the community, and other programs, municipalities, and agencies.

MINIMUM REQUIREMENTS TO APPLY:

Must be an attorney licensed to practice in Washington State. Additional credentialing and experience in related field(s) considered.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.