

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Legal		C	4	2	Exempt
POSITION TITLE: Assistant County Counsel			POSITION#:		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)		Date:	05/18/2026		
SERVICE TYPE:			NON-REP CONFIDENTIAL		
Employee Name:		Department:	County Counsel	Supervisor:	County Counsel
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

Under the direction of the County Counsel, represents the County and provides legal counsel to various County offices and departments, elected officials and boards and committees requiring knowledge of various areas of law including, but not limited to, contracts and procurement, litigation, tort, labor and employment, land use and real property law, tax assessment and collection, law enforcement, construction, health and health clinics, public record and meeting laws.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Legal -Advisory Essential Duties: <ul style="list-style-type: none"> • Provide legal assistance as directed by County Counsel on County matters. Provide direct legal advice as well as representation at meetings, hearings and in court. Pursue necessary court action with some exceptions such as lawsuits covered by insurance. Legal representation is provided as required to County elected officials, departments and employees, as well as representation, as needed, at budget hearings and land use and real estate matters. • Act as legal advisor to County advisory boards and committees and County service districts, including advising on public meeting laws and public records laws. • Provide legal counsel regarding contracts and procurement, tort and civil rights liability, general civil law, and compliance with applicable federal state and local laws. • Provide labor and employment advice, including, but not limited to administrative hearing representation and labor negotiations. • Review and advise Board, Elected Officials and Department Heads concerning complex county projects on a short and long range basis as directed by the County Counsel. Projects may include, but are not limited to, development and implementation of new county programs, or rewriting and restructuring of existing codes, practices or procedures. • Review and provide advice to departments concerning county projects on a short and long range basis as directed by the County Counsel. Projects may include, but are not limited to, development and implementation of new county programs, or rewriting and restructuring of existing codes, practices or procedures. 	40%
2	MFA: Legal -Representation Essential Duties:	40%

	<ul style="list-style-type: none"> Review and draft complex ordinances and contracts concerning the wide variety of county government issues. Prepare and interpret complex legal documents and advise on administrative and other county policies as assigned. Represent the County in litigation, appeals, and administrative proceedings. Areas of practice include, but are not limited to: constitutional and statutory law, contracts, real estate, code enforcement, administrative law, land use and tax law. Prepares all court documents and filings, assembles case, evidence and witnesses, conducts trials, and follows up with any appeals including all briefs and arguments before the appeals court. Collaborate with Department Directors/Elected Officials, where appropriate, regarding strategy. 	
3	MFA: Legal Materials and Research Essential Duties: <ul style="list-style-type: none"> Conduct legal research for case preparation and answers questions for county officials. Keep abreast of court decisions, existing and pending legislation affecting the county. Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies. Work with attorneys to research and prepare materials; present training to departments and external groups. Respond to, gather and provide public records pursuant to record requests. 	20%
	Other Duties as Assigned	
Percentages should total 100%		100%

Special Requirements:

A Juris Doctorate from an accredited law school.
Member of the Oregon State Bar at the time of appointment.
Obtain LEDS certification and ODL in the first 30 days of employment.
Regular and predictable in-person attendance is necessary to provide services to internal county staff and members of the public.
Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
Performs in compliance with the Oregon Rules of Professional Conduct and Oregon State Bar directives.
Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
This position also requires a commitment to professionalism, attention to detail, and ability to exercise a significant degree of independent judgment and discretion on a regular basis.

Physical Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary work involves sitting frequently.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____