



County Attorney Position Announcement

The County of Santa Rosa is seeking an experienced County Attorney. This position is located in Milton, Florida, and will be responsible for professional legal work representing departments, advising administrative officials, and conducting civil suits. This position is also responsible for advising officials, employees and representing the County in administrative and legislative matters.

Illustrative Duties

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares written legal opinions, ordinances, resolutions, contracts, leases, and memoranda.
- Drafts and presents legislative bills to local delegations.
- Negotiates terms and conditions of contracts and agreements.
- Serves as Attorney representing the County in such diverse areas as fire, finance, tax, engineering, personnel, labor, public services, zoning, and administration.
- Advises officials and employees on legal questions and prepares legal opinions.
- Gathers facts, checks investigation reports, reviews files, and answers correspondence.
- Participates in the preparation of assigned State and Federal cases for trial.
- Makes discovery, prepares briefs and pleadings and supervises necessary investigations.
- Tries cases and appeals unsatisfactory adverse judgments to higher courts.
- Explains and interprets ordinances and status of various cases.
- Provides advice concerning legal questions within the various operating divisions.
- Advises in areas to include labor and employment, health care, complex contract negotiations and transactions, and litigation of employment law issues including civil rights, ADA, and FMLA.
- Performs related work as required.

Minimum Requirements

Requirements include a Juris Doctorate from an American Bar Association (ABA) accredited law school, minimum 5 years experience, admission to the Florida Bar and qualifications to practice in Federal and Appellate courts. Experience in areas of local government law and litigation experience in a community comparable to Santa Rosa County is highly desirable.

Knowledge, Skills & Abilities

- Knowledge of judicial procedures.
- Knowledge of State statutory and State and Federal constitutional law, and their application to County operations and ordinances.
- Ability to learn the organization, functions and authority of the various County departments/groups and constitutional officers.
- Ability to represent the interests of the County departments/groups in drafting legislation and legal documents.
- Ability to present and argue cases in court.
- Ability to analyze cases for their value as legal precedents.
- Ability to deal tactfully and effectively with County administrative officials, employees, court officials, attorneys, and the general public.
- Excellent oral and written communication skills.
- Ability to communicate with assist citizens who make inquiries regarding County processes.

Compensation: \$115,000 to 145,000 Depending on Qualifications (DOQ)

First review of resumes will take place on May 30, 2014; position is open until filled.

Please send your resume, letter of interest and references to the Human Resources Director, Santa Rosa County Florida, 6495 Caroline Street, Suite H, Florida 32570, or e-mail to hr@santarosa.fl.gov

Santa Rosa County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.

Santa Rosa County Human Resources
6495 Caroline Street, Suite H • Milton, Florida • 32570 • hr@santarosa.fl.gov