

# NEW CASTLE COUNTY GOVERNMENT

## CLASS SPECIFICATION

Number 1553  
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 Date 07/15/08

**Title:** ASSISTANT COUNTY ATTORNEY II

**Approved:**

**GENERAL STATEMENT OF DUTIES:** Performs specialized professional and confidential legal work for New Castle County; performs legal work as required by the County Attorney, County Solicitor, First Assistant County Attorney, or their designee(s) and as required by the assigned area of expertise; and assumes an increasing leadership role.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class independently performs responsible and confidential specialized legal work involving advice, assistance and representation and recommends improvements to business or legal processes of New Castle County. Also prepares and argues the County's position in litigation, provides legal counsel to departments and agencies as required, and conducts legal research in areas as assigned by the County Attorney, or County Solicitor, First Assistant County Attorney, or their designee.

**EXAMPLES OF WORK:** (Illustrative Only)

- Provides legal advice and assistance;
- Represents New Castle County on assigned matters;
- Works with assigned department to implement training;
- Conducts research, handles litigation, drafts legal documents and performs other legal work required for area(s) of representation or as assigned by the supervising attorney;
- Represents boards or commissions as assigned;
- Functions as lead counsel on more significant cases;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Excellent legal research and writing skills; excellent interpersonal skills and the ability to independently interact with and advise department managers and employees; knowledge of government law; knowledge of current board and court rules and the rules of evidence and procedure; ability to communicate courteously and effectively both verbally and in writing; ability to interpret and apply laws, ordinances, policies and procedures.

**MINIMUM QUALIFICATIONS:** At least five (5) years of progressively responsible experience in the field of law, to include at least three (3) years of prior work with New Castle County; at least three (3) years experience in litigation before courts or administrative boards, or other cumulatively comparable experience; graduation from an accredited law school; and membership in good standing in the Delaware Bar. At least five (5) years admission to the Delaware Bar and consistently responsive and responsible experience in the field of law, including substantial and meaningful experience in directly litigating or managing litigation before courts or administrative boards, or other cumulatively comparable experience; graduation from an accredited law school; and current membership in good standing in the Delaware Bar.

**ADDITIONAL QUALIFICATIONS:** Ability to pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**  
 Established: 07/15/08