



**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Assistant County Attorney**

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| <b>SALARY:</b>       | \$75,504.00 - \$122,345.00 Annually |
| <b>DEPARTMENT:</b>   | County Attorney's Office            |
| <b>DIVISION:</b>     | County Attorney's Office            |
| <b>OPENING DATE:</b> | 03/09/22                            |
| <b>CLOSING DATE:</b> | 03/16/22 11:59 PM                   |
| <b>DESCRIPTION:</b>  |                                     |

Under general direction of the County Attorney, prosecutes and defends all civil and administrative cases assigned. Provides legal counsel and advice on matters of civil law to various County departments. Advanced professional position responsible for legal services in assigned work areas.

### **EXAMPLES OF DUTIES:**

- Provides legal counsel and advice on matters of government law to various County departments, as assigned.
- Prosecutes and defends all civil cases, as assigned. Such cases may include but are not limited to code enforcement, zoning appeals, eminent domain, inverse condemnation, animal control matters, contract disputes, labor disputes, bond validation, civil rights, and declaration actions, injunctions at the local level as well as any appeals that may follow, or cases in Federal Court.
- Prepares briefs, pleadings, and other legal documents and supervises necessary investigations, including interviewing witnesses. Tries cases and appeals adverse judgments to higher courts. Researches, performs discovery, and prepares for trials and appeals.
- Prepares or reviews ordinances, resolutions, contracts, leases, and memoranda as assigned by County Attorney and Deputy County Attorney, and Paralegal Director. Negotiates terms and conditions of contracts and agreements.
- Advises officials and employees on legal questions and prepares legal opinions for County Attorney and Deputy County Attorney. Researches and gathers facts, checks investigation reports, reviews files, answers correspondence, prepares responses to legal requests.
- Insures that the County Attorney and Deputy County Attorney are fully advised on all legal matters. Prepares client for Court. Works with minimal supervision, handles complex tasks.
- Attends Board of County Commissioners' meetings as assigned. Explains and interprets ordinances and statutes. Provides advice concerning legal questions within the operating departments.
- Attends meetings of County appointed boards, and council, and authorities as assigned. Provides legal advice and representation as assigned.
- Participates in the preparation and presentation of seminars on various legal issues.
- Assists County Attorney and Deputy County Attorney with County programs and agencies generating a wide range of complex issues involving land use, planning and zoning,

utilities, legal actions, and matters involving all County departments.

- Analyzes legal controversies and recommends disposition to County Attorney and Deputy County Attorney.
- Timely communicates to County Attorney or Deputy County Attorney on all matters which have or could develop significant policy implications at the administrative or Board level.
- Prepares or reviews drafts of laws, regulations and administrative decisions having the effect of law.
- May be required to attend and speak to various civic organizations.
- Other duties as assigned.

**TYPICAL QUALIFICATIONS:**

|  |  |
|--|--|
| <b>Education</b>                                 | Graduation from an accredited college or university school of law and possession of Juris Doctorate.   |
| <b>Experience</b>                                | A minimum of five years of experience in the practice of law, with experience in federal, state or local government or agency or within the private practice of law with emphasis on local government law, real estate, eminent domain or any other county related matters to include extensive trial practice/experience. |
| <b>Skills</b>                                    | Ability to complete a project from beginning to end. Ability to meet and deal with the general public, staff and Board Members to assist in resolving County related legal matters. Ability to use tact and good judgment.   |
| <b>Licenses, Certifications or Registrations</b> | Current member of the Florida Bar. Eligible for admittance in Federal Courts and U.S. Court of Appeals.  |

**SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13752  
 ASSISTANT COUNTY ATTORNEY  
 KD

15470 Flight Path Drive  
 Brooksville, FL 34604  
 (352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

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**Assistant County Attorney Supplemental Questionnaire**

- \* 1. Did you graduate from an accredited college or university school of law and possess a Juris Doctorate?  
 Yes    No
  
- \* 2. Do you have a minimum of 5 yrs exp. in the practice of law, with experience in federal, state or local government or agency or within the private practice of law with emphasis on local government law, real estate, eminent domain or any other county related matters to include extensive trial practice/experience?

Yes  No

\* 3. Are you a member of the Florida Bar?

Yes  No

\* 4. Are you able to perform assignments with minimal supervision and guidance?

Yes  No

\* 5. Do you have knowledge of the principles, methods, materials and practices of legal research?

Yes  No

\* 6. Are you able to litigate cases and follow judicial procedures and the rules of evidence?

Yes  No

\* 7. Do you have knowledge of civil pleadings and of the techniques in the trial of such cases?

Yes  No

\* 8. Do you have knowledge of matter pertaining to local government and administrative practice?

Yes  No

\* 9. Do you have the ability to analyze complex legal issues, facts, evidence, and precedents in moderately complex cases and to present such materials effectively in oral or written form?

Yes  No

\* 10. Do you have the ability to prepare for trial, such as requesting proper witnesses, reviewing case law and preparing for all possible scenarios?

Yes  No

\* Required Question