**KENDALL COUNTY CLASS SPECIFICATION**

**Legal Affairs and Compliance Director**

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| **Department: General Counsel** | **FLSA: Exempt** |
| **Report to: General Counsel** | **Work Status: Full-Time** |
| **Salary Committee Reviewed: March 6, 2024** | **EEO Category:** |

**General Summary**

Performs high-level day-to-day administrative support and professional assistance to the General Counsel, involving coordinating high-level administrative operations of Kendall County. Must be able to handle confidential and sensitive information and may correspond with executives at other governmental agencies, members of the legislature, or other high-level contacts Performs highly advanced (senior-level) legal assistant work involving researching, analyzing, investigating, and drafting legal documents, and assisting attorneys with case management. Provides administrative support and maintains communication with clients, attorneys, agencies, and the general public. Performs highly advanced (senior-level) professional assistance work related to the agenda process for open meetings and/or hearings, involving coordinating high-level administrative operations of Kendall County open meetings, hearings, and/or executive sessions. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**Essential Functions**

* Assist General Counsel in general human resource management actions and budget preparation.
* Organizes, indexes, and files legal and administrative documents.
* Reviews and processes mail for legal staff and schedules, maintains, and updates appointment calendars detailing events.
* Answers the phone, providing general information or routing calls as appropriate.
* Drafts and prepares pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.
* Helps respond to public information requests.
* Researches and analyzes sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.
* Organizes service of subpoenas, service of notices of deposition, and preparation of other legal documents.
* Files pleadings with courts.
* Prepares, reviews, and finalizes meeting notices, agendas, legal documents, etc. related to open meetings and/or hearings.
* Provides administrative and technical assistance to County staff and elected officials regarding processes for open meetings and/or hearings; explains and supplies information regarding agenda processing, policies, and procedures.
* Coordinates the preparation, review, and distribution of legal documents related to agendas for open meetings and/or hearings.
* Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls.
* Reviews and performs redacting of confidential documents.
* Oversees and coordinates the processing of contract documents.
* Serves as the principal contract liaison between General Counsel, County Purchasing office, County departments, and vendors.
* Reviews and analyzes legislation related to procurement and contract management, including tracking legislative bills, and assisting with bill analysis.
* Performs grant development and administration work involving preparing, maintaining, and reporting of grants; evaluating grant applications to determine appropriateness of grant or compliance with requirements and standards; monitoring grant awards; and serving as a liaison between funding sources and the state or federal government.
* Performs routine compliance reviews that are primarily small or medium in scale to determine compliance with laws, rules, and regulations.
* Compiles, reviews, and analyzes data to verify documentation.
* Conducts internal inspection of compliance issues.
* Performs related work as assigned.

**Experience and Education**

10 year minimum experience in legal and/or business work. Graduation from an accredited four-year college or university with major coursework in law, business, or a related field is generally preferred. Experience and education may be substituted for one another.

**Knowledge, Skills, and Abilities**

* Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively; and to provide guidance to others.
* Knowledge of legal terminology; state and federal laws, rules, and regulations; research methods and techniques; administrative and court procedures; the legislative process; and public notice requirements.
* Knowledge of accepted business practices and procedures; applicable rules, regulations, and policies; and related legislative and legal practices and procedures.
* Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.
* Ability to conduct research; to draft, prepare, and interpret legal documents; to conduct investigations; and to communicate effectively.
* Ability to walk, stand, and sit.
* Exert light physical work in an office environment in a mainly sedentary position.

**Equal Opportunity**

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.