



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: General Counsel	Opening Date: September 27, 2024	Application Deadline: Open Until Filled	Job #: 240918
Department: Commissioners Court	Starting Salary: \$140,000.00	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

This position can't be filled until October 1, 2024.

Brief Job Description: Reporting directly to the Bastrop County Commissioners Court, responsible for providing legal representation to the Bastrop County Commissioners Court, governmental departments serving under the Court and, various Bastrop County elected and appointed officials. Representation includes a variety of local government law areas concerning Bastrop County.

Knowledge, Skills and Abilities: Properly interpret, understand and make decisions in accordance with laws, regulations and policies. Function independently, exercise good judgment, manage multiple projects, and meet deadlines. Maintain confidentiality of information encountered in work activities at all times. Record, and disseminate accurate information from telephone conversations and personal contact.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: General Counsel

Department: *Commissioners Court* **FSLA Status:** Exempt

Reports To: *Commissioners Court*

SUMMARY: Reporting directly to the Bastrop County Commissioners Court, responsible for providing legal representation to the Bastrop County Commissioners Court, governmental departments serving under the Court and, various Bastrop County elected and appointed officials. Representation includes a variety of local government law areas concerning Bastrop County.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Commissioners Court.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Performs legal research and prepares legal opinions on legal issues for the Bastrop County Commissioners Court. Assists with drafting, reviewing, and amending policies and resolutions to be recommended for adoption by the Bastrop County Commissioners Court.
2. Attends regular and executive sessions of the Bastrop County Commissioners Court. Performs special duties as assigned. Communicates frequently with the Bastrop County Commissioners Court members and other elected and appointed Bastrop County officials, department heads and employees, attorneys, and opposing attorneys.
3. Provides legal opinions and advice on parliamentary procedure and contemplated actions of the Bastrop County Commissioners Court. Provides representation in relation to Economic Development Projects in Bastrop County.
4. Assists with providing legal oversight and advice to the Bastrop County Purchasing Department relating to procurement issues, laws, and requirements, as well as providing legal review of Bastrop County bids and requests for proposals and qualifications.
5. Assists with drafting, reviewing, revising, and negotiating contracts to which Bastrop County is a party to including county roads, parks and building construction contracts; professional services agreements for architectural, engineering, surveying, and consulting services; purchase agreements for services and goods; inter local agreements between a multitude of federal, state, and local entities, etc.
6. Draft and review development agreements, plats applications, and compliance with county and state subdivision regulations. Corresponds and communicates orally, in writing and by electronic mail, with Bastrop County elected and appointed officials, employees, and citizens.

7. Provide legal opinions on compliance with the Texas Open Meetings Act. Provides representation in relation to real property leases, conveyances, and acquisitions. Conducts legal research and analysis in preparation for legal opinions to the Bastrop County Commissioners Court and Bastrop County officials upon request, including research and analysis of employment/personnel issues.
8. Assists with providing legal counsel to Bastrop County Benefits Committee, Assists with management of Risk Management Division. Provides legal representation to the Bastrop County Office of Emergency Management during emergency and disaster situations.

OTHER FUNCTIONS: Performs other job-related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.
Pass criminal background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

- Experienced in interpreting Texas Statutes specifically related to County Government.
- Experienced in general contract law.
- Working knowledge of Westlaw, Microsoft Office Suite, and Adobe Acrobat.
- Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel, external agencies, and outside legal counsel on legal matters.

Education:

- High School diploma or equivalent.
- College diploma or equivalent.
- Doctor of Jurisprudence from an accredited law school

Licensing:

Required

- State Bar of Texas.
*No prior history of disciplinary sanctions issued by any state bar association.
- Valid Texas Driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.