

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **POLICE LEGAL ADVISER**

Spec No. 2122

### **BASIC FUNCTION**

To provide specialized legal advice and training to the County Sheriff's Office.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Reviews proposed collective bargaining agreements in behalf of the Sheriff's Administration for purposes of interpreting its provisions and the negotiation of a contract; negotiates contract terms, drafts contract language and reviews contracts.
2. Researches and writes legal opinions and memos, coordinates requests for formal opinions from the Prosecuting Attorney's Office, when necessary; answers correspondence directed to the Sheriff which requires a technical, legal response.
3. Advises the Sheriff on matters pertaining to the planning, development, and the continual assessment of operating policies and training programs.
4. Evaluates the effect of proposed local, state, and federal legislation proposals on the Sheriff's Office at both the administrative and enforcement levels.
5. Testifies before the County Council and council committees in behalf of Sheriff's Office.
6. Participates in the legislative process by articulating the Sheriff's Office need for new enactment's; drafts needed legislation at the local level and presents legislation before appropriate committee or body.

### **STATEMENT OF OTHER JOB DUTIES**

7. Establishes and maintains custody of legal unit files.
8. Advises command personnel on matters relating to discipline, personnel, and employee relations.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Law degree with current membership in Washington State Bar Association; AND, at least two (2) years of experience gained through current employment with a law enforcement agency comparable in size to the Snohomish County Sheriff's Office; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

To be eligible for appointment, applicants must pass a Civil service examination. In addition, a complete background investigation, including fingerprinting, complete criminal records check and a polygraph examination are required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- federal and state law and related procedures;
- organizational theories and methods;
- the principles, practices, and techniques of police management;
- legal research and evaluation methods and techniques;
- governmental programs and objectives.

Ability to:

- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinate level employees and the general public;
- read, interpret and evaluate complex written materials including a variety of laws, rules, regulations, reference materials, technical reports and legal documents;
- assess the relative advantages and disadvantages of alternative courses of action;
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner;
- prepare clear and concise written reports;
- work under pressure and meet deadlines;
- maintain confidentiality of information;
- effectively interact with attorneys and high ranking governmental officials.

### **PHYSICAL REQUIREMENT**

Expressing or exchanging ideas by means of the spoken word. Ability to receive detailed information through oral communication. Work is performed in a seated position, some walking, standing, bending/stooping is associated with this classification as it is currently performed. Manual dexterity is required to operate office equipment used in the position.

### **SUPERVISION**

The work is performed under the administrative direction of the Sheriff. The work is reviewed through status reports, meetings and results obtained.

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### WORKING CONDITIONS

The work is performed in the usual office environment with occasional trips to attend meetings. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1993  
Previous Spec No.380401  
EEO Category: 2 – Professionals  
Pay Grade: 244 – Classified Pay Plan  
Workres Comp: 5306 Non-Hazardous