



### **Custer County Commission Legal Counsel**

Full-time position

Wage: \$68,000 to \$82,183 with benefits

**RESPONSIBILITIES:** Reports directly to the Custer County Commission (the “Commission”) with the primary duties that include: provides timely legal counsel to the Commission by attending commission meetings; prepares and reviews documents of legal significance before submission to the Commission for their consideration and action; at the direction of the commission, also provides legal counsel to various county departments and boards; researches and drafts policies, ordinances, resolutions, contracts and other legal documents for the Commission; advises on employment matters; assists with the competitive bidding and contracting process for the county; and any further legal work as directed by the Commission.

**QUALIFICATIONS:** Juris Doctorate degree from an accredited law school and admitted to practice law in the State of South Dakota; a member in good standing with the South Dakota Bar Association; and experience in county, municipal or state government law is a plus.

Please complete an employment application (located online at [www.custercountysd.com](http://www.custercountysd.com) or from Custer County Human Resources at 605-673-8134 or [tholland@custercountysd.com](mailto:tholland@custercountysd.com)). Please submit the completed application, resume and cover letter to Tim Holland, Human Resources Director, Custer County, 420 Mt. Rushmore Rd., Custer, SD 57730, or email to [tholland@custercountysd.com](mailto:tholland@custercountysd.com). Position is open until filled. Custer County is an Equal Opportunity Employer.



# CUSTER COUNTY

## Custer County Commission Legal Counsel Job Description

Job Title: Custer County Commission Legal Counsel

Location: County Courthouse, Custer County, SD, but may include occasional travel.

Part-Time Salaried Position with Benefits

Exempt Position

### JOB DUTIES OF THE COMMISSION LEGAL COUNSEL:

- Provides user-friendly, neutral, and timely legal counsel to the Board of County Commissioners of Custer County, South Dakota (the "Commission").
- Reports directly to the Commission with no intervening supervision and under the policy direction of the Commission.
- Attends County Commission meetings and renders legal assistance and advice as requested by the Commission as well as advises on open meetings and open records.
- Prepares or reviews documents of legal significance before submission to the Commission for their consideration and action.
- At the direction of the Commission, the County Attorney also provides legal counsel to various county boards and departments.
- Participates in and/or coordinates major specialized projects (i.e., County Fire Study, EOC), as assigned by the Commission.
- Oversight and administration of the County's airport grants and construction projects and liaison to the FAA and SD DOT.
- Researches and drafts policies, resolutions, ordinances, contracts, correspondence, and other legal documents on behalf of the Commission.
- Advises the Commission on legal compliance and risk management issues.
- Assists with the bidding and contracting process for goods, services, and capital improvement projects for the County.
- Advises on employment and labor matters, as requested by the Commission.
- Trains County employees on implementing policies, as requested by the Commission.
- Provides any further legal work as directed by the Commission.

### MINIMUM QUALIFICATIONS OF THE COMMISSION LEGAL COUNSEL:

- A Juris Doctorate degree from an accredited law school and licensed to practice as an attorney and counselor at law by the South Dakota Supreme Court.
- A member in good standing with the South Dakota Bar Association.
- Must have experience in county, municipal, or state government law.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with county officials, other employees, and the public.
- Identify, resolve, and document complex interactions and agreements between government entities and between the government and private sector businesses.

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# CUSTER COUNTY

- Ability to analyze problems, identify alternative solutions, make decisions, project consequences of proposed actions, and implement recommendations in support of goals.
- Maintain regular and punctual attendance.
- Valid driver’s license while operating vehicle on county business.

## MINIMUM KNOWLEDGE, SKILLS, ABILITIES, PHYSICAL DEMANDS AND WORKING CONDITIONS REQUIRED:

### PHYSICAL REQUIREMENTS:

- Must be able to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling materials of light weight. (5 – 10 pounds).

### JUDGMENT AND SITUATIONAL REASONING ABILITY:

- Must possess ability to interpret a variety of instructions furnished in written, oral, diagrams or schedule forms.
- Must possess ability to use independent judgment and to take or suggest an effective course of action.
- Must be able to resolve problems in a timely manner while under pressure.

### COMMUNICATION SKILLS:

- Requires the ability to communicate effectively and professionally with other attorneys, elected officials, other county employees and the public.
- Requires the ability to communicate orally and in writing and to be able to effectively argue for the appropriate position.
- Requires the ability to make effective presentations to large and small groups, as required.

### ENVIRONMENTAL ADAPTABILITY:

- Work is often performed in an office setting. Headaches, eye strain, and other related occupational hazards reflect the most likely potential for injury.

The undersigned has read and understands requirements of the job description as presented above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature