



Oneida County

ASSISTANT CORPORATION COUNSEL CORPORATION COUNSEL'S OFFICE

Oneida County is accepting applications for the position of Assistant Corporation Counsel. This position serves as an assistant to the Corporation Counsel in the preparation and trial of civil cases in the areas of child support, collection, guardianship, juvenile, Mental Health Act, paternity, protective placement, zoning and other civil legal matters as well as provides legal services to various County departments and Committees under the direction of the Corporation Counsel.

This full-time position works within the Corporation Counsel's Office, located at the Courthouse in Rhinelander, Wisconsin. The 2024 salary for this position is at least \$89,617 and may be increased based on previous experience. Position includes excellent fringe benefit package including health insurance, life insurance, retirement pension plan and generous PTO (Paid Time Off) plan with ability to carryover unused balances into future years.

Qualified candidates should possess the following:

- Membership in the Wisconsin Bar Association.
- Graduation from an accredited school of law.
- While experience in several or all of the following areas of government law *is preferred*: child support/paternity, collection, guardianship/protective placement, juvenile, mental health and zoning, an alacrity to learn is required.
- Experience in investigation and interviewing desirable.

Complete job description and required Oneida County application is available at www.oneidacountywi.gov. Applicants are required to submit an Oneida County application, writing sample, resume, cover letter and college transcripts to jlueneburg@oneidacountywi.gov or mail to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501.

Applications will be accepted until the position is filled.

Oneida County is an Equal Opportunity Employer

Oneida County Job Description

Job Title: Assistant Corporation Counsel II
Class Title: Assistant Corporation Counsel II
Department: Corporation Counsel
Reports To: Corporation Counsel
FLSA Status: Exempt-Prof.
Prepared By: Michael Fugle, Corporation Counsel
Prepared Date: February 2024
Approved By: Lisa Charbarneau, Human Resources Director
Approved Date: February 2024

SUMMARY This position involves serving as an Assistant to the Corporation Counsel in the preparation and trial of civil cases in the areas of child support, collection, guardianship, juvenile, Mental Health Act, paternity, protective placement, zoning and other civil legal matters. Also provides legal services to various County departments and committees under the direction of the Corporation Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Researches applicable statutes, ordinances, case law and law treatises, drafts necessary legal pleadings, conducts necessary discovery, conducts research for and writes necessary legal briefs, interviews appropriate witnesses, represents Oneida County at trials, administrative hearings, and provides appellate representation in the following types of cases:

- a. Child Support
- b. Collection
- c. Guardianship/protective placement
- d. Children and Juvenile
- e. Mental Health Act
- f. Paternity
- g. Zoning
- h. Other miscellaneous legal cases

Provides legal services to the County Board, its Committees, elected and appointed officials and County employees with respect to official County business, all as assigned and under the direction of the Corporation Counsel.

Reviews contracts and related documents involving the County as assigned.

Attends meetings of the County Board and its committees in the absence of the Corporation Counsel, upon reasonable notice, and when directed by the Corporation Counsel.

Prepares ordinances and resolutions for the County Board as directed by the Corporation Counsel.

Any other duty as assigned.

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.

Must have knowledge of applicable Federal, State and Municipal laws, statutes and ordinances as well as civil procedure law and rules of evidence.

Position requires knowledge in the areas of child support, collection, contract law, guardianship, juvenile, Mental Health Act, protective placement and zoning.

Must possess the ability to analyze, assess and organize facts, evidence and precedents and effectively present such material verbally and in writing.

Requires a demonstrated ability to consistently work well with and treat with respect elected and appointed governmental officials and staff, fellow attorneys, and the public.

EDUCATION and/or EXPERIENCE Membership in the Wisconsin Bar Association.

Graduation from an accredited school of law.

A minimum of three years law experience; experience in several or all of the following areas of government law: child support/paternity, collection, guardianship/protective placement, juvenile, mental health/inebriates and zoning is preferred.

Experience in investigation and interviewing desirable.

LANGUAGE SKILLS Must possess excellent verbal (including courtroom presentation), and written communication.

MATHEMATICAL SKILLS Good math skills relating to client needs.

REASONING ABILITY Aptitude to analyze, assess and organize facts, evidence and precedents, and exercise good independent decision-making.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.