### **Job description**

TITLE: General Counsel

SALARY RANGE: $75,000 - $100,000

Self-initiating attorney works with little direct supervision to provide a wide range of high level professional legal services to the Sheriff’s Office. This position offices in the Sheriff’s Office headquarters and has no formal oversight over any employee. The hiring process includes a personal history questionnaire, a review of previous legal writing, an oral interview, an extensive background investigation, truth verification exam, a medical screening and a psychological examination. Interested applicants should send their resume to recruiter@plattesheriff.org.

Benefits

* Starting annual salary of $75,000-$100,000 depending on experience.
* Twelve (12) annual paid holidays.
* Six (6) paid vacation days during your first twelve (12) months, increases to twelve (12) days after 12 months of service. Future increases as scheduled by years of service.
* Two (2) retirement plans (LAGERS L-12 and CERF).
* Deferred Compensation Program with employer matching.
* Medical Plan Options.
* Life Insurance.
* Dental Insurance.
* Vehicle and required equipment provided.
* Paid military leave.

Principal Duties and Responsibilities:

Advise and consult with Sheriff’s Office officials on legal matters pertinent to their duties, internal investigations, and interpretation of policies, ordinances, and other laws; Maintain 24-hour communications availability with the Sheriff’s Office command staff by phone; Conduct legal research and, as needed prepare or review legal documents of various kinds; Plan and conduct training & updates for law enforcement personnel on pertinent legal matters (civil rights, tort liability, due process, etc.), including new legislation and recent court & A.G. opinions; Draft policies and make recommendations to the Sheriff regarding policy amendments; Review and monitor policies and procedures of each division of the Sheriff’s Office for legal compliance; Respond to critical incidents, SWAT call outs, officer involved shootings and Sheriff’s Office accidents involving serious bodily injury, death, or uncommon property damage; Assist divisions with unusual or complicated open records requests; Represent the Sheriff before courts, regulatory agencies, and in other forums as necessary; Serve as liaison between the Sheriff’s Office and Prosecutor’s Office; Serve as legal representative to the County’s emergency operations center, as needed; Participates in continuing legal education programs and seminars to maintain skills and licensure; Other duties as assigned by the Sheriff.

Physical Demands and Working Conditions:

Noise level is usually a normal office environment but does require some field work in a highly variable environment. The employee may occasionally be exposed to hazards associated with law enforcement, violent persons, and inclement weather. Specifically, the employee is constantly required to hear human conversation, see, read, write; frequently required to sit, stand, talk, walk, drive a motor vehicle; occasionally required to reach, lift up to 25 pounds and rarely required to smell and run.

Education Training, Experience, and Licenses/Certifications/Registrations Required:

REQUIRED: (a) Valid Missouri law license in good standing; and (b) a driver’s license in good standing and with acceptable driving record; (c) No disqualifying criminal or law license disciplinary history. (d) Able to communicate effectively in writing and verbally;

PREFERRED: (a) Minimum five years’ experience as a practicing attorney; (b) Considerable knowledge of state and federal statutes relating to municipal affairs, including but not limited to: Missouri Sunshine Law; Missouri Tort Claims Act; Missouri Human Rights Act; 42 U.S.C. 1983; F.M.L.A.; A.D.A., Missouri criminal and traffic laws, and statutes effecting the Platte County Emergency Management Organization.

The Platte County Sheriff’s Office is an Equal Opportunity employer and encourages applications from eligible and qualified persons regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, familial status, disability, genetic information or protected veteran status, in compliance with applicable federal, state and local laws.

The Platte County Sheriff’s Office provides reasonable accommodations to applicants with disabilities on a case by case basis. If you need a reasonable accommodation for any part of the application or hiring process, please contact the Administrative Division Commander at 816-858-1965.