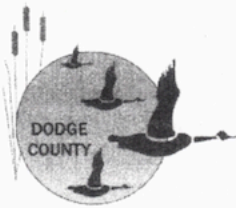


EXHIBIT A



KIMBERLY NASS

JOB DESCRIPTION

Title:	Corporation Counsel	Pay Grade:	W
Department:	Corporation Counsel	FLSA Status:	Exempt
Reports To:	County Administrator	Approval Date:	4/19/1996
Employee Group:	Non-Union	Revision Date:	1/1/13, 03/04/19; 7/1/21

POSITION SUMMARY

This position provides legal advice and representation for the County, its County Board, agents, boards, committees as defined in State Statutes 59.42. Serves as chief legal advisor to the County Board, County Administrator, and County departments and supervises and directs the staff and activities of the Office of Corporation Counsel. Serves as staff advisor to the County Administrator, County Board, and all departments on legal matters for the County.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in attracting, retaining and developing an engaged workforce in the delivery of superior services to County residents and businesses.
2. Supervises, directs the work of and manages the staff of the Corporation Counsel. Interviews and selects new employees. Provides training, instruction, and mentoring for staff. Assigns tasks, reviews work and prepares performance evaluations. Provides staff coaching/counseling. Recommends employee transfers, promotions, disciplinary action, and discharge.
3. Organizes and directs the day-to-day operations of the Office.
4. Develops and recommends the annual budget for the Corporation Counsel's Office to the County Administrator; forecasts necessary funding for staff, equipment, material, and capital improvement plans. Monitors budget throughout the year.
5. Commences or defends lawsuits and other legal actions or proceedings involving the County.
6. Serves as general legal counsel and represents the County in Court in civil and quasi-criminal litigation and administrative proceedings.
7. Conducts legal research; drafts and issues legal opinions.
8. Drafts, reviews, and researches County resolutions, ordinances, contracts, and legal documents.
9. Attends County Board meetings and provides legal consultation to the County Board and its duly constituted agencies, boards, commissions and committees; elected officials, county departments and county employees. Attends meetings of boards, commissions and committees upon request or direction from the County Administrator.
10. Serves as Parliamentarian for the County Board of Supervisors which includes interpretation and explanation of Robert's Rules of Order and County Board Rules and Procedures.