



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:**                    **Assistant Corporation Counsel**

**LOCATION:**                            Corporation Counsel

**HIRING RANGE:**                    \$84,107 - \$93,452/Yr.

**STATUS:**                             Full Time

**HOURS PER WEEK:**                40+

**WORK HOURS:**                    8 am – 4:30 pm

**APPLICATION DEADLINE:** **Ongoing**

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

---

## **WINNEBAGO COUNTY POSITION DESCRIPTION** *November 2023*

**POSITION TITLE:**                    **Assistant Corporation Counsel**

**DEPARTMENT:**                    Corporation Counsel

**PAY BASIS:**                         Salaried

### **PURPOSE AND SUMMARY:**

Provides legal counsel and representation on matters relating to Winnebago County. Provides legal representation to Winnebago County Departments, Committees, Commissions, Boards, Task Forces, the Winnebago County Executive, the Winnebago County Board of Supervisors and Elected Officials at the request of the Corporation Counsel.

### **ESSENTIAL FUNCTIONS:**

1. Represents the interests of Winnebago County, the State, or the public in principal area of assignment, which may include matters pertaining to mental health commitments, children in need of protection or services, termination of parental rights, guardianships, protective services or protective placements and appellate work resulting from the aforementioned legal proceedings.
2. Represents the interests of Winnebago County, the State, or the public as needed in areas other than the principal area of assignment, which may include matters pertaining to children in need of protection or services, termination of parental rights, mental health commitments, guardianships, protective services or protective placements and appellate work resulting from the aforementioned legal proceedings.
3. Provides legal advice and services to Winnebago County departments and officials when so assigned including but not limited to contract review and preparation, general code review and legislative development and enactment. Performs the duties of the Corporation Counsel in the Corporation Counsel's absence.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Represents Winnebago County as third party subrogee in personal injury actions for purposes of recovering Medical Assistance.
2. Provides backup to attorneys assigned to Child Support duties and outside legal counsel handling various matters on behalf of Winnebago County.
3. Conducts regular in-service trainings for social workers and related personnel at the Winnebago County Department of Human Services regarding relevant legal issues.
4. Conducts regular trainings for law enforcement and related personnel at the Winnebago County Sheriff's Office regarding legal issues.
5. Advises the Winnebago County Department of Human Services on legal issues relating to Medical Assistance, Child Care Assistance and Food Share.
6. Represents Winnebago County in small claims matters, administrative matters, zoning matters, and labor matters.
7. Represents Winnebago County in administrative child abuse substantiation appeals.
8. Assists in convening and administering temporary committee for the placement of serious sex offenders approved for supervised release pursuant to Wis. Stat. §980.08(4)(dm).
9. Provides consultation on Wisconsin Public Records Law and Open Meetings Law.
10. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Winnebago County Corporation Counsel.
2. Works with Assistant and Associate Corporation Counsels and Paralegals in the Winnebago County Corporation Counsel's Office.
3. Works regularly with Winnebago County Human Services Department staff members and all other Winnebago County Departments, Committees, Commissions, Boards, the Winnebago County Executive, the Winnebago County Board of Supervisors, and elected officials.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Juris Doctorate degree from an accredited school of law.

2. Possession of a license to practice law in Wisconsin.
3. A Certificate of Good Standing with the Wisconsin Bar Association.
4. A valid driver's license.
5. Legal practice experience as a licensed attorney.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Thorough knowledge of federal, state, county and common law in the areas of mental health, juvenile, and elder law.
2. Skill and experience in trial preparation and courtroom practice.
3. Ability to organize, interpret and apply legal principles to complex legal problems.
4. Strong oral and written communication skills and strong listening skills.
5. Ability to establish and maintain effective working relationships with social workers, other Winnebago County employees and the public.
6. Ability to litigate cases on short notice.
7. Possession of considerable organizational skills and ability to effectively balance time and caseload.
8. Computer skills including Microsoft Office applications and ability to learn and use software for court records and legal research.
9. Excellent work habits, with demonstrated thoroughness, follow-through, and dedication.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Considerable emotional and mental stability and ability to work effectively in an environment where litigants may become verbally hostile from time to time.
4. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
5. Willingness to work in excess of 40 hours per week as needed.