

JOB DESCRIPTION: **PARALEGAL/NATURAL RESOURCES ADMINISTRATOR**

DATE:02/27/09

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	County Counsel	CLASSIFICATION:	013
SUPERVISOR:	County Counsel	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Provide advanced administrative and legal support to County Counsel's office, working with highly sensitive and confidential information. Administer the County natural gas resources program. Oversee County's surplus property inventory. Do related work as required.

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

Administer all aspects of the county-owned natural gas resources program. Administer the Mist gas field lease provisions, including monitoring the timely receipt of lease rental payments, royalties and delay drilling penalties, alerting lessees to defaults and correcting same. Act as liaison with operators in the Mist gas field, State agencies and industry experts. Track the drilling and production of wells within the Mist gas field. Negotiate leases. Work with others in the industry interested in expanding the capabilities of the Mist gas field. Organize and monitor auction of gas storage and production leases. Prepare leases and documents to finalize the auction.

Over see County-owned surplus real property. Maintain an updated inventory of County-owned property, working with the County Assessor in establishing a current assessed value and the cartographer in identifying and accurately describing each piece of property. Perform title research, inspection of properties when needed, and post and secure properties when needed. Institute eviction proceedings when warranted, working with former property owners in the redemption or reconveyance of property.

Prepare for and coordinate land sales and auctions, working with Board of Commissioners and Public Works Director in identifying whether a property is to be deemed surplus or facility. Complete private sales of property, including working with City managers/administrators in the transfer or exchange of properties.

Draft a variety of legal documents, in a timely and efficient manner, for review by Counsel, after gathering sufficient data and performing needed research, including pleadings, contracts, intergovernmental agreements, Board orders/resolution and County ordinances.

Process tort claim notices, including sending notice to the insurance carrier and working with affected departments to secure needed documents and all relevant information. Act as liaison with claims representative, outside counsel and claimant's counsel and prepare response to discovery requests for review by Counsel.

Handle all aspects of small claims actions, subject to review and approval by Counsel.

Process to completion petitions and/or applications for road vacations, legalizations and modifications, and special district formations and annexations.

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Maintain County code files to ensure most up-to-date version is available to all County staff and the public.

Perform administrative duties to support the department which includes setting hearings, scheduling meetings, making travel/lodging/conference reservations, answering phones, routing calls, receiving visitors, taking messages and making appointments. Maintain files, organize records and prepare reports as necessary. Prepare and/or type a variety of correspondence, spreadsheets, reports and other documents. Assist attorneys in completing projects as needed. Act as law librarian, keeping and monitoring legal volumes and ensuring volumes are current. Assist in preparation and monitoring of department budget. Gather relevant information and compile reports for annual budget meetings. Prepare claims for invoice payments. Maintain employee time records and process monthly payroll sheets.

Develop and recommend policies, procedures and office standards and practices for more efficient departmental operations.

Answer questions regarding departmental policies or procedures. Assist public in completing forms, applications and by supplying correct information in response to inquiries.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the County Counsel who provides policy and administrative direction and reviews performance.

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.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in a related field, preferably legal. At least five years of responsible paralegal work experience, which must include some prior experience working in a legal office and working with land issues. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of legal office practices and procedures, terminology, court proceedings and related documents. Strong familiarity with the use of computers and business software such as word processing and spreadsheets. Knowledge of principles and practices of natural gas resource management. Knowledge of principles and practices of property management and appraisal, including familiarity with the use of tax maps, legal descriptions, land uses and marketing techniques.

Ability to communicate effectively and prepare clear and concise reports and perform basic math calculations accurately. Ability to perform complex tasks requiring independent judgement with minimal supervision. Ability to appropriately interpret statutes, rules, codes and ordinances.

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Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Property inspections require additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc.

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.

General office environment. Travel to inspect properties and the Mist gas field is necessary, requiring the operation of a motor vehicle, often to remote areas. Property inspections may require walking over various terrains or other hazards and exposure to all weather conditions.