



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Assistant County Counselor</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Collector</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>County Counselor</u>	JOB CODE: 200	

DEFINITIONS:

With general supervision, assists the County Counselor with the civil legal work for the county as required under sections 56.631-.660 RSMo with emphasis on support to the County Collector’s office. Directly reports to the County Collector, who identifies and prioritizes the responsibilities assigned to the Assistant County Counselor.

ESSENTIAL FUNCTIONS:

Assists County Collector’s office in tax collection duties, including but not limited to, legal filings and actions pending in federal bankruptcy court, probate court, and circuit court settings. Maintains bankruptcy filing and tracking system; prepares and files claims. Initiates personal property tax collection suits; organizes and manages active personal property tax collection cases.

Assists the County Counselor in the representation of the County Collector in state and federal court.

With approval of the County Collector and under the supervision of the County Collector and the County Counselor, represents the State of Missouri and Boone County officials at civil court proceedings; assists in trial preparation. Prepares memoranda, opinions, and related work as required. Assists County Counselor in preparing for civil returns, motion hearings; conducts bench trials; presents evidence at civil hearings. Drafts legal correspondence, petitions, pleadings, motions, and responses; files documents with the court.

Maintains proficiency in relevant Missouri and Federal law; responds to inquiries and advises on civil law matters; conducts legal research; reviews documents; ensures legal issues are handled within office policy guidelines.

