

NEW CASTLE COUNTY GOVERNMENT

Number 0275

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CLASS SPECIFICATION

Date 05/01/01

Title: FINANCE LEGAL OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible, confidential professional work, primarily of a legal nature, assisting the Office of Finance personnel and the Board of Assessment Review in carrying out the duties and responsibilities imposed upon them by Federal, State and County law; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the legal advisor to the Office of Finance. Duties include the development and maintenance of a comprehensive system for collection of delinquent property and realty transfer taxes and sewer service charges and the supervision of collection personnel and legal and paralegal staff within the Office of Finance. This employee also performs a broad spectrum of legal work, including preparing and arguing the County's position in litigation involving the Office of Finance. Under general policy supervision of the County Attorney, this employee has wide latitude for discretion in devising procedures and processes and is responsible for legal decisions and trial work. This employee confers with the Chief Financial Officer and the County Attorney on matters of legal policy.

EXAMPLES OF WORK: (Illustrative only)

- Advises the Office of Finance on legal issues relating to assessment, valuation, taxation and exemption of real property, and the administration and enforcement of the New Castle County realty transfer tax;
- Works with the County Executive, Office of Finance and County Attorney in implementing and monitoring general revaluations of real property, including the development of specifications for contracts with revaluation experts, the selection of revaluation vendors and the drafting and enforcement of contracts with such vendors to ensure compliance at all stages with relevant legal requirements;
- Defends the Office of Finance in administrative and judicial appeals from property tax assessments;
- Protects the County's interest in bankruptcy actions by reviewing all bankruptcy filings, by drafting and filing Proofs of Claim and other legal documents, where necessary, and by presenting legal arguments to the United States Bankruptcy Court where required;
- Reviews and approves applications for general property tax exemptions and abatements, including realty transfer tax exemptions;
- Represents the Office of Finance in court proceedings, administrative hearings and other forums;
- Initiates, monitors and follows through on all legal collection matters;

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- Coordinates and oversees legal work handled by assistants and other staff and attorneys on contract with the County to perform legal work related to the Office of Finance;
- Prepares ordinances and resolutions for County Council on matters of interest to the Office of Finance;
- Drafts State legislation to further New Castle County's interests and advises the on effects of proposed legislation or other matters affecting the County;
- Reviews County bond programs and participates in bond-related activities;
- Performs various confidential and professional legal functions as requested;
- Oversees County efforts to dispose of surplus real property;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of substantive and procedural law; thorough knowledge of the methods, sources of information and materials of legal research; ability to conduct effective legal research and analysis and to draw valid conclusions; familiarity with the legal problems, limitations and requirements relating to County government; comprehensive knowledge of relevant Federal, Delaware and County laws, ordinances and regulations; familiarity with the correct form of legislation to be presented to County Council and the State legislature for action; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain effective working relationships with County personnel at all levels, other governmental agencies, members of the Delaware Bar and the public; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Must be a member in good standing of the Bar of the Supreme Court of the State of Delaware and be admitted to practice before all Federal courts in Delaware with at least five years of legal experience to include the following areas: real estate law, collection law, bankruptcy law, and at least one year experience with local government with at least one year supervisory responsibility; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established:	09/24/85
Revised:	09/18/89
Revised:	07/01/97
Revised:	09/20/93
Revised:	10/28/96
Revised:	07/01/97
Revised:	05/01/01