

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING ) RESOLUTION NO. 84-466  
A NEW CLASSIFICATION OF )  
LEGAL COUNSEL )

WHEREAS, Metro Personnel Rules, Section 26, require that any new classification added to the Classification Plan requires Council approval; now, therefore,

BE IT RESOLVED,

1. That the Metro Council approves the addition of a Legal Counsel classification attached hereto as Exhibit A to the Metro Position Classification Plan.

2. That the salary range for Legal Counsel classification shall be 11.5.

ADOPTED by the Council of the Metropolitan Service District this 26th day of April, 1984.

  
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Presiding Officer

DK/gl  
1001C/373  
04/09/84

EXHIBIT "A"

Metro  
Class No.:

Established:  
Revised:  
EEO:

LEGAL COUNSEL

MISSION STATEMENT

To provide the majority of legal services and proceedings for the Metro Council, the Executive Officer and staff; to provide in-house advice and counsel on a variety of legal issues and problems; and to perform other work as required.

DISTINGUISHING CHARACTERISTICS

The position of Legal Counsel is responsible for rendering legal advice and representation for the Metropolitan Service District, and is primarily oriented to performing legal research, consultative, interpretive and investigative functions. This position differs from that of General Counsel in that the latter position is capable of providing technical direction in several functional/specialty areas and is typically regarded as a legal expert/leader in one or more of these functional areas.

PRINCIPAL FUNCTIONS

Duties include but are not limited to:

1. LEGAL COUNSEL SERVICES

Typical Activities

- Attends Council meetings to provide legal counsel and advice.
- Provides legal advice regarding labor/employee relations and negotiations, as requested or needed.
- Drafts/provides legal opinions and advice for the Council, the Executive Officer and staff on Metro activities, functions, issues, etc. as needed.
- Prepares, reviews and revises a variety of legal documents, instruments, and procedures including joint exercise of powers agreements, ordinances, resolutions, legislative bills, policy development, conveyances, etc.

2. LEGAL RESEARCH AND ADMINISTRATION

Typical Activities

- Researches, reviews and evaluates environmental issues for legal impact and potential risk.
- Reviews, drafts the preparation of contracts; monitors, administers and interprets contracts as needed.
- Reviews and keeps abreast of legal work performed by outside law firms hired on contractual basis.

- Studies, researches, interprets and applies statutes, ordinances, court decisions and legal opinions in the preparation of opinions and briefs.
- May organize and supervise staff projects and assignments of other professional staff; as a team participant with other staff or Council members, helps develop strategies for staff as sensitive, problematic cases or issues are undertaken.

### 3. AGENCY REPRESENTATION

#### Typical Activities

- Confers/works with other legal counsels of local jurisdictions and other agencies within Metro's jurisdiction.
- Reviews legislative bills for impact on Metro operations and provides legal representation in person when needed.
- Prepares pleadings and other papers in connection with lawsuits, trials, hearings and other legal proceedings, and represents the agency when feasible and appropriate.
- Attends meetings of other agencies/community boards and commissions as requested in order to represent Metro or to offer legal advice.

#### REQUIRED KNOWLEDGE AND SKILLS

##### Knowledge Of:

Legal principles, practices and terminology, particularly as they relate to municipal and civil law; administrative programs relating to legal practice; land use laws; rules of evidence; legal research methods.

##### Working Knowledge Of:

Contract administration principles; labor relations laws; the duties, powers, limitations and authority of the Metropolitan Service District; the conduct of court proceedings including trial and hearing procedures.

##### Substantial Skill To:

Research, draft and interpret moderately complex legal opinions and documents; analyze and apply ordinances and other regulations as they relate to Metro or related agencies; analyze difficult legal problems and issues, anticipate legal impact and consequences, and apply effective legal principles and practices to said problems; prepare, present, and conduct cases of law, and appeal thereof effectively; analyze facts, evidence and precedents and arrive at logical conclusions; set forth findings of fact and decisions clearly in writing; prepare legal briefs for appellate proceedings; argue, mediate clearly and logically in written and verbal form; maintain professional, cooperative relationships with fellow staff members, the Council, Executive Management, and the public.

## WORKING CONDITIONS

The majority of duties are performed indoors and are of a staff support, administrative nature with some exposure to adversative, antagonistic situations requiring diplomacy, sensitivity and/or assertiveness.

## RECRUITING INFORMATION

### 1. Sources

Oregon State Bar Association.  
Local Jurisdiction's Office of General/Legal Counsel.

### 2. Minimum Recruiting Standards

One to three years active membership in the Oregon State Bar Association, and any satisfactory combination of experience and training that demonstrate possession of the required knowledge and skill levels.

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STAFF REPORT

Agenda Item No. 6.8

Meeting Date April 26, 1984

CONSIDERATION OF RESOLUTION NO. 84-466,  
AUTHORIZING A NEW CLASSIFICATION OF LEGAL COUNSEL

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Date: April 6, 1984

Presented by: Jennifer Sims and  
Dick Karnuth

FACTUAL BACKGROUND AND ANALYSIS

This item is necessitated by the current vacancy of Counsel for Metro. The attached Resolution No. 84-466 proposes the addition of a new classification to the current Pay and Classification Plan as required by the Personnel Rules, Section 26.

Creative Personnel Associates (CPA) is the firm currently updating Metro's Pay and Classification Plan. Preliminary reports and recommendations which have been reviewed indicate that the higher level of job requirements and incumbent qualifications proposed by CPA more accurately match the needs of Metro than does the current "Assistant General Counsel." Inclusion of this class in the Pay and Classification Plan now would facilitate the selection process, currently in the recruitment phase.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends the adoption of Resolution No. 84-466 establishing a new classification of Legal Counsel.

COMMITTEE CONSIDERATION AND RECOMMENDATION

On April 16, 1984, the Council Coordinating Committee recommended adoption of Resolution No. 84-466.

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04/17/84