



OFFICE OF THE COUNTY ATTORNEY FOR LINN COUNTY

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LEGAL ADMINISTRATIVE
ASSISTANT

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May 7, 2024

JOB ANNOUNCEMENT

(Full-time position: 37.5 hrs/wk)

DEPUTY COUNTY ATTORNEY 1 (630), DEPUTY COUNTY ATTORNEY 2 (631), or DEPUTY COUNTY ATTORNEY 3 (633): One full-time position working in the Office of the County Attorney for Linn County to be filled in one of the classifications shown above, depending on qualifications and experience.

GENERAL STATEMENT OF DUTIES: Provide a wide range of legal services to Linn County's elected officials, department heads, and public employees, including appearance in courts and before administrative tribunals on all matters in which the County is a party, including but not limited to code enforcement proceedings, Tax Court, LUBA, etc. Must be able to work with minimal direction as a member of a small legal team.

EXPERIENCE, EDUCATION, AND TRAINING: Graduation from an accredited law school and Oregon Bar membership required at time of appointment. Experience with Oregon land use law (or an educational background in land use) and local government law preferred. Must obtain education and certification in parliamentary procedure after hire.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of legal principles, practices and terminology, particularly as it relates to Oregon public agencies. Skill in analyzing facts, evidence and precedents to arrive at a logical conclusions and communication of conclusions effectively both in writing and orally. Ability to quickly develop and maintain effective working relationships with others.

COMPENSATION: Monthly Salary \$5,799 to \$10,662, DOE based on experience
Full range of excellent benefits

CLOSING DATE: Open until filled

HOW TO APPLY: Send completed County application, resume, and cover letter to Gene Karandy, Office of the County Attorney for Linn County, PO Box 100, Albany, Oregon 97321, or by email to linncc@co.linn.or.us. An application form, along with complete job classifications (630), (631), and (633) may be obtained at <https://www.linncountyor.gov/> For questions call the Office of the County Attorney at 541-967-3840.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER