

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000709
Grade 32**

LEGISLATIVE ATTORNEY

DEFINITION OF CLASS:

This is professional work providing legal advice and assistance to the County Council and its staff. Contacts include Council members and their staffs, elected and appointed officials and other staff of the legislative and executive branches of County government and other County-funded agencies; and members of task forces and citizen groups, for the purpose of providing advice and assistance, developing and negotiating solutions to problems, exchanging information, and coordinating work. Limited public service or assistance is provided.

An employee in this class performs a variety of legal assignments as required by the County Council, including researching and drafting legislation; performing legal research and analysis; and providing legal advice and guidance to the County Council. Work requires comprehensive legal knowledge, is performed within a framework of established policies and guidelines, and has substantial effect upon decisions made and legislation enacted by the County Council. Assignments involving legal and policy advice require substantial analysis, and are usually characterized by conflicting requirements and interests and the need for innovative approaches in developing legislation and resolving problems. Work is performed under the general direction of a Senior Legislative Attorney and is reviewed for effectiveness in meeting program objectives. The work is primarily sedentary, presents no significant hazards to the employee, and is performed primarily in an office environment; presentations before the County Council may involve periods of exposure to media attention.

EXAMPLES OF DUTIES: (Illustrative Only)

- Drafts or revises bills, resolutions, ordinances, regulations or other legal instruments as requested by the County Council.
- Provides legal staff support at Council legislative sessions, work sessions, and public hearings by preparing appropriate documents and background materials for Council consideration and by providing legal advice.
- Conducts legal and policy research and analysis and identifies solutions to problems or issues.
- Provides advice to the County Council and individual Councilmembers concerning complex legal issues.
- Reviews draft legislation, regulations, resolutions and other legal documents proposed by the executive branch or other parties.
- Drafts bills and resolutions to be introduced in the Maryland General Assembly.
- Monitors development and enactment of federal and state legislation for possible impact on local laws.
- Coordinates legislative and regulatory matters with Council staff and, as appropriate, with the County Attorney's office, executive branch or other concerned agencies.
- Represents the County Council at meetings of County boards, committees, commissions, task forces and citizens' groups as required.
- Drafts correspondence and responds to citizens' inquiries.

- May work with Council members and staffs to resolve problems between citizens and county government.
- May perform analysis of department/office/agency budgets, negotiating and recommending changes as necessary, and presenting to Council.
- May supervise office support personnel.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of federal, State, and County laws, ordinances, and regulations, and of the principles and practices of legal research and analysis.
- Some knowledge of the organization and operation of the County government and other County-funded agencies, including knowledge of their programs and procedures.
- Knowledge of the legislative process in Montgomery County, including the Council's Rules of Procedure and Plain Language Drafting Manual, or the ability to rapidly acquire such knowledge.
- Skill in legal research and analysis and in developing a legal conclusion based on that analysis.
- Skill in explaining and defending legal or policy positions on complex issues.
- Ability to develop and draft effective legislation and other legal documents to meet public policy needs.
- Ability to research and analyze complex legal issues, to develop and evaluate alternative courses of action, and to recommend the most appropriate.
- Ability to establish and maintain effective working relationships and to work cooperatively with others to achieve consensus or to resolve difficult problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to attend meetings or perform other assigned work outside the office if required.

MINIMUM QUALIFICATIONS:

Experience: Four (4) years of professional experience as an attorney, at least one year of which must have been spent researching and drafting legislation, and dealing with other legislative issues.

Education: Graduation from an accredited school of law.

Equivalency: None.

LICENSE:

- Membership in the Maryland Bar required within one (1) year of employment.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January, 1993

Revised: June, 1995

August, 2013

October, 2014