

EVALUATION INSTRUMENT

Position: Corporation Counsel - Genesee County

Duties/Responsibilities	Performance Exceeds Expectations (2 Points)
I. Under general direction of the Board of County Commissioners and daily supervision of the Director of Administration, oversees and manages all civil legal affairs of the County, its departments, agencies, committees, and all elected and appointed officials.	
II. Negotiates, drafts, and reviews all legal contracts, leases, and miscellaneous documents.	
III. Researches and issues formal opinions on legal matters.	
IV. Drafts county ordinances, various rules and regulations, and policies.	
V. Performs related work as requested and required by law.	
VI. Provides legal advice with respect to civil matters to the Board of County Commissioners, county departments, agencies, committees, and all elected officials.	
VII. Identifies, develops, recommends, and interprets, for the Board of County Commissioners, policies, and procedures to reduce the County's legal liability.	

VIII. Drafts legal opinions, research and analyzes legal issues on behalf of the Board of County Commissioners, departments, agencies, committees, and all elected officials.

IX. Assists with development of policies for all county departments, agencies, committees, and all elected officials.

X. Coordinates outside legal representation and/or represents the County directly in civil and regulatory proceedings including reviewing the status of work and authorizing payment of invoices for any legal services rendered by external firms or individuals.

XI. Prepares, or directs the preparation of legal documents, ordinances, resolutions, policies, and contracts.

XII. Provides direct supervision for subordinate professional and support staff in accordance with established County policies and procedures including oversight of hiring, termination, providing appropriate training, policy and procedure administration, review and evaluation of work product and performance, and administering disciplinary actions.

XIII. Directly responsible for administering the approved annual budget, budget amendment requests, and annual budget preparation.

XIV. Demonstrates knowledge of federal, state, and relevant local statutes, rules, regulations, and case law governing the rights and obligations of local government.

XV. Demonstrates the ability to interact appropriately and effectively with County elected officials, departments, agencies, committees, officers of the court, and members of the public from widely diverse social and cultural backgrounds.

XVI. Demonstrates the ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

XVII. Negotiates, drafts, and reviews contracts, leases and miscellaneous legal documents for the county, its departments, agencies, committees, and all elected and appointed officials to protect the County's prerogatives and to insure legality of such documents.

XVIII. Consistently upholds and practices high standards of professional conduct, including: integrity, good judgment, confidentiality, fair and respectful treatment of each County Commissioner and others, high ethical standards, and possesses the acumen appropriate for a high-level role in a diverse political environment.

SCORING RESULTS

GRAND TOTAL EVALUATION POINTS POSSIBLE: 36

GRAND TOTAL EVALUATION POINTS EARNED: #

PERCENTAGE OF POINTS POSSIBLE ATTAINED: xx%

OVERALL NARRATIVE COMMENTS AND FEEDBACK (place comments below)

Evaluation submitted by:

Date submitted:

Evaluation Scoring

Performance Meets Expectations (1 Point)	Performance is Below Expectations (0 Points)	Performance is Both Below Expectations and Requires Significant Improvement (0 Points)
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Narrative Comments
