Classification Title: Executive Counsel
Code: TBD
Department: Executive
FLSA: Exempt
Pay Range: Executive 40
Represented: No

GENERAL SUMMARY
The Executive Counsel serves as the chief legal advisor to the Executive and serves as a senior advisor on policy, administrative and related matters. This is an appointed, at-will position. Council confirmation is not required.

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Serves as the chief legal advisor to the Executive and staff related to contracts, agreements and other highly complex matters within the incumbent’s expertise.
- Develops and supports department implementation of initiatives authorized by the Executive.
- Serves as the Executive liaison to legal and judicial departments not reporting to the Executive, including the Prosecuting Attorney’s Office – Civil Division.
- Keeps the Executive and/or Chief of Staff apprised of, and appropriately involved in, significant actions undertaken on the Executive’s behalf. This includes informing the Executive and/or Chief of Staff of initiatives under consideration and receiving authorization prior to proceeding with development and execution.
- Conforms to the County Charter Code, Finance, HR and IT Policy and Procedures Manuals, and applicable portions of the Administrative Guidelines.
- Maintains regular and predictable attendance during regularly scheduled work hours at assigned worksite or remotely as appropriate.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS
Education and Experience
Must be an attorney licensed to practice in Washington State. Additional related credentialing and experience in a related field(s) will be considered.

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
SUPERVISION
This position may supervise Executive Departments as assigned.

Date Created:
Date Last Revised: May 2020
COMPETENCIES
Knowledge of:
- County government and applicable laws, codes, regulations and policies.

Skill in:
- Working with a variety of individuals from diverse backgrounds.

Ability to:
- Communicate both verbally and in writing in order to provide regular updates and recommendations to the Executive and/or Chief of Staff as requested and with other county employees, the community, elected officials, and other agencies, municipalities and the business community.

WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is generally sedentary. Employee sits most of the time but may walk or stand for brief periods. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.