



**Warren C. Evans**  
County Executive

**PRINCIPAL ATTORNEY  
(CORPORATION COUNSEL)**

**GENERAL SUMMARY:**

The Principal Attorney (Corporation Counsel) is under the Department of Corporation Counsel. This position reports directly to the Deputy Corporation Counsel. This position assists Corporation Counsel and Deputy Corporation Counsel by providing legal representation and consultation to the County, elected officials, as well as County departments, boards and commissions. This role supports the services, contracts, funding and projects assigned to ensure effectiveness of service delivery, resource utilization and results.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Receive and manage new matters assigned to individual Principal Attorneys
- Attends client meetings including Wayne County Commission and Committee meetings
- Interacting with outside counsel
- Management/supervision of professional and support staff and the practice group, including regular client communication, attending judicial and administrative hearings, drafting and reviewing contracts and other legal documents, and response to subpoenas and FOIA requests
- Preparing reports for clients, auditors and outside agencies
- Interact with the public doing business with Wayne County Departments
- Compliance support and consultation
- Policy review and drafting; and consultation regarding budgeting issues and concerns

- Train and develop client staff, professional staff and support staff within the department
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of civil proceedings
- Knowledge of the Wayne County Charter
- Knowledge of Federal, State and local regulatory practices governing the County
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods and the coordination of people and resources
- Knowledge of Wayne County policies, procedures and regulations
- Ability to establish effective relationships at all levels of the County organization
- Interpersonal skills
- Ability to communicate effectively, in writing and orally
- Ability to analyze problems and reach logical solutions and decisions based upon available facts
- Ability to develop effective training materials

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

### **REQUIRED COMPETENCIES**

- Leadership & Direction
- Communication (verbal/written/non-verbal)
- Listening
- Fostering Teamwork
- Technical and Functional Expertise
- Decision Making
- Delegating
- Follow-up and Commitment
- Influence
- Managing Conflict
- Channeling Motivation
- Coaching and Developing

- Time Management
- Planning and Organizing
- Facilitation
- Analysis

**DESIRED EXPERIENCE AND TRAINING:**

Experience: Five years of experience in the assigned legal practice area.

Training: Juris Doctorate.

Licenses: Membership and licensed by the State Bar of Michigan.

**WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
February 2013