



CLASSIFICATION NO. 133
Established: 10/15
FLSA: Exempt
EEO: 2

SHERIFF'S STRATEGIC POLICY AND LEGAL LIAISON

CLASS CHARACTERISTICS

Under general direction, to serve as a key executive strategist, policy and legal liaison to the Sheriff; to direct and oversee development of Sheriff's Office policies and administration of Sheriff's statutory responsibilities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Strategic Policy and Legal Liaison assists the Sheriff's Executive Team in directing a wide range of highly complex policies and strategies impacting Sheriff's Office administrative, legislative, intergovernmental and community affairs. Assignments are broad in scope and allow for a high degree of independence and discretion in their implementation, and require seasoned professional experience and political acumen.

The Sheriff's Strategic Policy and Legal Liaison is a contract, unclassified leadership position that will strategize, advise on and implement complex and sensitive policy directions and interact with a wide range of elected and staff officials. The incumbent has considerable interaction with and receives general direction from the Sheriff and is a member of the Sheriff's executive management team.

The Sheriff's Strategic Policy and Legal Liaison differs from Legal Counsel positions within the Office of County Counsel which provide legal representation and advice to the Board of County Commissioners, County departments, elected officials and other authorities in relation to all civil matters on behalf of the County. It also differs from Strategic Policy Administrator which serves as a strategist, advisor, sounding board and project manager to the County Administrator and the elected County Commissioners.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Works directly with Sheriff and Undersheriff and Chief Deputy on administrative affairs while also making significant contributions to the development and achievement of strategic plans and long term goals; provides expertise and guidance to executive team on Sheriff's operations, initiatives and concerns formulating implementation strategies and providing communication support; provides advice and counsel on a wide range of operations while assessing best interests of the County and public safety policy goals established by the Board of County Commissioners.
2. Develops and oversees Sheriff's Office operational policies and provides legal analysis and interpretation of court decisions and legislation impacting policy and practices; and coordinate with County Counsel for legal advice and assistance; supervises, directs and evaluates the work of Sheriff's Policy Analyst.

3. Advances Sheriff's Office positions in multiple forums; coordinates and interacts with other law enforcement agencies, the Board of County Commissioners, County departments, local, regional and state organizations, commissions and task forces regarding laws, agreements, policy initiatives and matters of mutual interest.
4. Assists Sheriff's Office management in identifying legal issues impacting labor and employee relations and risk management and coordinates with County Counsel for legal advice and assistance.
5. Administers civil forfeiture and concealed handgun license programs for the Sheriff's Office; coordinates and liaisons with County Counsel in legal proceedings related to Sheriff's statutory responsibilities.
6. Serves as legislative liaison to Oregon State Sheriff's Association and Oregon Association of Chiefs of Police; participates on professional committees involved in legislative and intergovernmental affairs and public policy issues; attends meetings to stay abreast of proposed legislative, County and stakeholder issues impacting public safety initiatives; as directed, represents the Sheriff in interactions with legislators, legislative staff and legislative consultants; proposes and writes legislative amendments in response to legislative developments.
7. Supervises professional staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Strategic policy implementation methods and skills; principles, methods, and techniques of public administration, including laws affecting law enforcement operations; principles and practices of municipal law; principles and techniques of legal writing, judicial procedure and rules of evidence; civil trial and appellate procedures in state and federal courts and administrative tribunals; legal terminology; project management methods and techniques; federal, state and local legislative processes; social, political, and intergovernmental issues influencing Sheriff's Office operations; federal, state, and local government operating methods and procedures governing Sheriff's Office structure, functions, operations and intergovernmental relationships; liability and risk management principles; principles of labor relations; techniques of mediation, negotiation, and public relations; principles and techniques of group dynamics and group decision-making; research methods and analysis techniques; principles and practices of personnel management.

Skill to: Maintain significant awareness of County and Sheriff's Office issues; analyze and make sound recommendations on highly complex and sensitive issues; interpret and apply legal principles; provide accurate and practical legal advice; apply creative problem solving and thinking to the analysis of policy issues; establish and maintain effective working relationships with County Administration, County Counsel, partnering law enforcement agencies, and the public; coordinate development, interpretation and application of policy direction and advocate strategies to achieve Sheriff's goals; present proposals and recommendations clearly, logically and persuasively in meetings and before internal and external groups; proactively facilitate policy directions; exercise tact and diplomacy in dealing with sensitive, complex and confidential

issues and situations; communicate effectively and strategically, both orally and in writing; prepare clear, concise and comprehensive reports and other written materials; effectively guide comprehensive legislative relations strategies and legislative agendas; analyze legislation and other issues for potential impact on Sheriff's Office operations; understand, interpret, and apply relevant Federal, State, and local statutes, rules, and regulations.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Active member of the Oregon State Bar.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 5/17