



Law Enforcement Legal Advisor

Job Code: 21
Exempt: Yes
Department: Sheriff
Reports To Chief Deputy
Location: Sheriff's Office
Date Prepared: 2022

Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

Safety Sensitive Designation Requirements:

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible

GENERAL DESCRIPTION OF POSITION

The Law Enforcement Legal advisor is responsible for senior level decision making in constitutional law, criminal law, and issues related to law enforcement. The Law Enforcement Legal Advisor provides a wide range of legal counsel and advice on criminal law to employees of the Sheriff's Office, which includes researching and advising on criminal investigations, training personnel on issues related to criminal law, and representing the department on legislative issues of interest to the Washington County Sheriff's Office. Specific duties include: reviewing and recommending policy revisions on issues related to criminal investigations, law enforcement or evidence disposition; providing legal advice and guidance to law enforcement personnel conducting criminal investigations; providing legal advice regarding the handling and disposition of evidence; researching court cases that impact criminal investigations or law enforcement; publishing law bulletins on issues related to criminal law; developing training outlines and teaching subjects related to criminal and constitutional law; responding to motions and appearing in court on issues related to criminal investigations; conducting forfeiture litigation for cash, vehicles, and other property which either has been used in, or is proceeds



from, narcotic trafficking; and providing on-the spot legal advice to officers when the advice affects an active, on-going criminal investigation which cannot wait for research at the office. This position may be required to respond to major incidents involving serious injury, death, or extensive property damage related to law enforcement action or any other scene as directed by the Sheriff or his designee. This position reports to the Chief Deputy and is responsible for performing related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicates with the courts regarding the status of individual cases and other matters affecting appearance by employees in court, and the status of ordinances.
2. Communicates with the County Attorney's Office regarding contracts, ordinances, and other legal matters; compiles and summarizes the Sheriff's Office position in response to claims against the County based on actions of Sheriff's Office employees.
3. Confers with the County Prosecutor to obtain concurrence of legal opinions pertaining to matters affecting employee testimony and/or procedures.
4. Instructs employees in a classroom setting regarding search and seizure, use of force, interrogation, powers of arrest, identifications, and current case law.
5. Provides in-service training programs concerning legal liability for both sworn and civilian members of the Sheriff's Office.
6. Prepares written documents, such as: motions, pleadings, arguments, ordinances, and contracts with clearly organized thoughts using proper sentence construction, punctuation, and grammar in order to present cases in courts.
7. Advises Sheriff's Office employees regarding legal matters.
8. Prepare law publications for use of Sheriff's Office employees and other position related assignments as required.
9. Provides relevant information to Sheriff's Office Command Staff during staff meetings.
10. Operate a personal computer to view, revise, and create reports.
11. Travel to agencies of other cities to discuss policies and procedures relating to new case decisions and statutory enactments.
12. Travel to various courts to conduct forfeiture litigation or to appear in opposition to subpoenas.
13. Teach classes on behalf of the Arkansas Commission on Law Enforcement Standards and



WASHINGTON COUNTY

Job Description –Evidence Manager

Training to agencies, pertaining to search and seizure, arrest, use of force, and liability.

14. Reads and reviews U.S. Supreme Court, 8th Circuit Court, and Arkansas Court decisions which might affect the operations, practices, and policies of the Sheriff's Office.
15. Attend required Bar Association training and meetings.
16. Provides on-the-spot legal advice to employees on the telephone or at the scene, when the advice affects an active, ongoing criminal investigation, which cannot wait for research at the office.
17. Reconciles legal decisions (which appear to conflict) by various courts, which have concurrent jurisdiction over action by the Sheriff's Office.
18. Provides legal advice to personnel in specific cases to draft and/or amend police procedure.
19. Other duties or responsibilities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The employee must have and maintain active membership in the Arkansas State Bar Association. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph may be required.

EDUCATION AND EXPERIENCE

Graduation from an accredited school of law. Three years progressively responsible experience in the practice of law. Broad knowledge of such fields as accounting, marketing, business administration, finance, etc.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.



REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Graduation from an accredited school of law.
- Current license to practice law in the State of Arkansas.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing.

INITIATIVE AND INGENUITY SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.



ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above-mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper-level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control and savings from new techniques or reduction in manpower.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in acting for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision making.

While performing the functions of this job, the employee is regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, or hear; occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

EDUCATION AND EXPERIENCE

High School diploma or GED; broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, plus 3 years related experience and/or training, and graduation from an accredited school of law.

OTHER SKILLS

- Operate a keyboard efficiently
- Effectively communicate in both oral and written form
- Organize work and routes by priority to meet specified deadlines
- Exceptional skills in the use of a standard keyboard and computer workstation

ABILITIES

- Ability to lead, organize and review work of staff.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to resolve difficult citizen inquiries and complaints.
- Ability to work through situations involving authority, leadership and meeting deadlines.
- Gain and maintain a thorough geographical knowledge of Washington County including small towns, location of major roadways, landmarks, and jurisdictional boundaries.
- Read, understand, and interpret complex maps.
- Remain flexible and adapt to changing circumstances, demands during variety of emergency situations and to maintain emotional composure, organization of work and accurate productivity during periods of stress and high activity.
- Make immediate decisions and react in a quick, calm, controlled and effective manner in all emergency situations.
- Interpret and apply rules, regulations, policies, and procedures utilized in public safety.
- Be reliable and dependable to report to work as scheduled.
- Willingness to maintain respectful working relationships with co-workers, supervisors, public safety agencies, and the public.



WORKING CONDITIONS

Work environment is in an enclosed area with artificial lighting and involves sitting at a telephone/radio/computer workstation for extended periods of time. It will also contain periods of high activity and emotional events countered with periods of low activity. Noise levels that may cause distractions, limited opportunity for physical movement. Must be able to remain alert and responsive under low lighting and extremely demanding conditions. Must have adequate hearing and manual dexterity in order to perform the essential job functions proficiently.

MENTAL DEMAND

Must be able to quickly obtain, remember information and specific details from callers and officers without errors. The ability to concentrate on a task over a period without being distracted. Work involves communicating with distraught, disoriented, argumentative, abusive, mentally disabled, or disturbed and uncooperative individuals and requires explicit gathering of essential information through verbal communications while maintaining composure and providing good customer service.

DECISION MAKING

Make accurate, sound decisions and quickly reacts positively under stressful conditions which typically entail the life or well-being of a citizen or officer. Use logic and reasoning to analyze, understand, and evaluate complex emergency situations.

COMMUNICATION SKILLS

Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner and verbally solicit and obtain relevant information through radio and telephone communications. Ability to hear and retain detailed information.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____