DATE	July 2012
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Legal Advisor
DEPARTMENT/DIVISION: Legal
REPORTS TO: Police Chief

SUMMARY: Responsible for providing a wide range of legal advice and legal services for the Police Dept. to include: providing legal opinions; reviewing legal cases; reviewing requests for release of documents; coordinating litigation matters; and, reviewing policy statements. Work is performed under administrative review.

ESSENTIAL JOB FUNCTIONS:

- Advises and provides consultation to the Police Chief and other department personnel on legal matters, including: arresting procedures and protocols; search and seizure issues; interrogation methods; interviewing issues; all liability issues; and/or, other related issues.
- Maintains current information on all pertinent Federal, State, and municipal laws and case rulings.
- Coordinates the processing of legal issues and makes legal determinations as to the release or exemption from release of police documents pursuant to requests under the Texas Public Information Act.
- Coordinates potential litigation matters involving the department.
- Reviews policy statements and procedures related to legal matters of the department.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of criminal law and related applications within a law enforcement environment;
- Knowledge of legal discovery rules;
- Knowledge of community resources;
- Knowledge of generally accepted legal policies and procedures with a Police Department;
- Knowledge of applicable Federal, State, and Local laws, codes, ordinances, rules, and regulations;
- Knowledge of law enforcement record systems;

- Skilled in utilizing legal resources;
- Skilled in performing legal risk assessments;
- Skilled in conducting legal research;
- Skilled in analyzing legal situations and making appropriate recommendations;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Juris Doctorate.
- Five years of legal experience.
- Must be a member of the State Bar.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Exposure to criminal suspects and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.