HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Chief Legal Counsel

Job Code: U8707
Pay Grade: US
Pay Scale: $247,786.21-$406,441.55 Annually
Exempt: Yes

OVERVIEW

Perform duties while overseeing the Legal Office including developing training programs designed to educate members of the Sheriff's Office in matters of criminal and civil liability and serve as principal legal advisor to the Sheriff of Hillsborough County. An understanding of civil and criminal law and procedure and substantive civil law on matters pertaining to law enforcement and county jail systems is required. Membership to the Florida Bar in good standing is also required.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Monitor the Sheriff's Office claims program (e.g., automobile, general liability, short-term and long-term disability, FMLA, Workers' Compensation); establish claims control systems and files, direct initial investigations on potential litigation matters, and make settlement recommendations where appropriate.
- Monitor law enforcement and correctional activities to identify areas of potential civil liability and recommend to the Sheriff remedial administrative and operational changes; coordinate and monitor the activities of contract legal counsel on special legal projects or civil litigation matters.
- Monitor and review litigation matters against the Sheriff or Sheriff's personnel pertaining to the official duties of the Sheriff.
- Be available on a twenty-four-hour basis to respond to field situations having potential civil liability and initiate investigations to protect the interest of the Sheriff and/or Hillsborough County.
- Monitor legislative activities and propose legislation needed to keep pace with contemporary changes in practice and procedures.
- Review, research, and make recommendations to the Sheriff pertaining to inquiries regarding the use of agency personnel and equipment.
- Review and approve contracts, leases, agreements, or other legal documents that might impose legal liability on the Sheriff for legal sufficiency.
- Review and approve recommendations for assignment of special counsel, experts, or consultants required to prosecute or defend any action by or against the Sheriff and all bills and invoices from contract counsel, court reporters, Clerk of Court, etc., as they relate to current litigation.
- Review and approve Standard Operating Procedures, Sheriff's Orders, and similar guidelines and policies of the Sheriff or Department and Division Commanders for legal sufficiency.
- Conduct legal research and propose legal bulletins and opinions on various criminal justice related topics.
- Serve as liaison with the United States Attorney's Office, State Attorney's Office, and County Attorney's Office on all legal matters of mutual interest and concern.
- Represent the Sheriff in administrative hearings before administrative tribunals involving the Sheriff's Office or its personnel; represent the Sheriff on various committees or attend

meetings on the Sheriff's behalf, as directed.
- Conduct training on civil and criminal liability for both in-service and recruit classes.
- Perform all necessary administrative duties as required of the office.
- Prepare the annual budget, audit reports, or periodic financial summaries for the Sheriff regarding the operation of the Legal Office.
- Perform annual or periodic evaluations of personnel assigned to the Legal Office.
- Serve as a member of the Sheriff's staff and attend staff meetings.
- Provide agency guidance on adherence to civil rights laws, process complaints, and maintain oversight of requests for reasonable accommodations.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge and practical application of various and often complex federal, state, and local laws, regulations, and ordinances.
- Considerable knowledge and practical application of various applicable case law and procedural rules.
- Ability to handle confidential information.
- Ability to plan, organize, and supervise the work of other employees.
- Ability to read, analyze, interpret, and write the most complex documents.
- Ability to provide an analysis of the law based on the facts of given situations to recommend practical solutions to problems within legal guidelines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others.
- Ability to use a computer and related software.

SKILLS

- Civil Litigation
- Leadership
- Compliance Management
- Legal Practices
- Intellectual Property
- Litigation Management
- Labor and Employment Law
- Policy Development

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A Juris Doctorate from an accredited institution of higher education.
- Ten years of experience as an attorney in a criminal justice related field.
- Be a member of the Florida Bar in good standing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.

- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Four years of managerial attorney experience in a criminal justice related field.
- Experience working for a law enforcement agency.