

COUNTY ATTORNEY

PURPOSE

In general, the County Attorney is to defend the County in all lawsuits; issue civil legal opinions upon request to all elected officials and department heads; prepare and/or review all contracts entered into by the County; and conduct legal research required to assist approximately all county departments; and actively serve as advisors to County officials and department heads, Child Protective Services (“Clients”). Additionally, the office proactively seeks ways to prevent the County and its employees from being exposed to legal actions; efficiently and effectively provides all the civil legal services for the County and certain services for the state, including Child Protective Services; provides effective litigation services; and assures adequate delinquent collections of bail bond forfeitures and unpaid drainage district improvements. The duties and responsibilities of the County Attorney are broadly defined in Section 45.179 of the Government Code.

MISSION

The County Attorney’s office will provide professional, timely, and cost efficient legal services to the County.

GOALS

GOAL 1

Provide effective representation of its Clients in all courts and administrative agencies.

- Objective 1** Respond to all petitions and requests from administrative agencies received by the County Attorney’s office in a timely manner.
- Objective 2** Resolve claims administered by County Attorney’s office fairly, justly and on terms favorable to taxpayers, subject to all required approvals

GOAL 2

To provide timely and effective preparation, review, and/or negotiation of all County contracts in order to assure compliance with the law, accurately document the transaction, and protect the County’s interest to the highest extent possible.

- Objective 1** To achieve a 99% satisfaction rating with the client departments that the contracts are returned in a timely manner and accurately reflect the intended transaction.

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GOAL 3

To provide legal opinions and advice to County officials to enable them to make informed decisions on all matters that pertain to governing lawfully.

Objective 1 Provide a timely respond to all written requests for legal opinions.

Objective 2 Provide proactive legal advice that seeks to prevent or minimize risk associated with the uncertainties of potential litigation.

GOAL 4

Maintain a highly skilled and professional staff for the efficient delivery of legal services.

Objective 1 Provide updated training for each attorney and support staff on Westlaw and other systems using computers to access data for research and needed information.

Objective 2 Provide each attorney with the opportunity to attend seminars and conferences related to the attorney's responsibilities to increase knowledge and remain current with changes in the law.

PERFORMANCE MEASURES	2009 ACTUAL	2010 ACTUAL	2011 PROJECTED
No measures submitted.			

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FUND: 100 General

ACCOUNTING UNIT: 100475100 County Attorney

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries & Personnel Costs	\$ 1,790,030	\$ 1,815,314	\$ 1,800,397
Operating & Training Costs	\$ 173,315	\$ 112,714	\$ 138,877
Information Technology Costs	\$ 5,807	\$ 2,483	\$ 2,017
Capital Acquisitions	\$ 0	\$ 6,400	\$ 6,900
TOTAL	\$ 1,969,152	\$ 1,936,911	\$ 1,948,191

2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
County Attorney	J00066	G00	1
Receptionist	J06017	G06	1
Administrative Secretary	J08003	G08	4
Sr. Litigation Coordinator	J09082	G09	1
Executive Assistant	J11021	G11	1
Investigator	J11030	G11	1
Civil Attorney-Family Law	J14038	G14	2
Civil Attorney-Litigation	J14039	G14	3
Civil Attorney-General Counsel	J14040	G14	2
Chief General Counsel	J15PM	G15	1
Chief - Family Law	J15030	G15	1
First Asst Civil Litigation	J16003	G16	1
First Asst County Attorney	J16004	G16	1
Total Authorized Positions			20

ORGANIZATION CHART

