**Assistant County Attorney I, II, III**

**Polk County, Florida.**

**Job Summary**

Polk County is seeking an Assistant County Attorney I, II, or III. This is a career opportunity to serve in a fast paced local government law office. The successful candidate must have a positive attitude, be a self-starter, self-sufficient, and able to perform with a minimum of supervision. Duties may include, without limitation: provide legal advice to and review agenda matters from assigned divisions; attend, participate in, and make presentations at staff meetings, to competitive selection committees, lay boards, Special Magistrates, Land Use Hearing Officers, and the Board of County Commissioners; draft and negotiate contracts; extensive legal research; and such other duties as may be assigned.

The successful candidate for this position will become part of a mutually supportive team of six attorneys and three staff members, and enjoy a full range of benefits, including health and dental insurance, 12 paid vacation days per year, plus 8 holidays.

Preference may be given to candidates with experience in one or more of the following areas: transactions and procurement; special assessments; Code Enforcement, HIPAA, social services; general litigation; and/or federal grant administration. Membership in the Florida Bar is required.

Compensation for this position is negotiable based on experience. The anticipated start date is on or about September 1, 2021; however, the position will remain open until filled by a qualified individual.

**Additional Info**

Polk County is an Equal Opportunity Employer.

Job Descriptions for Assistant County Attorney I, II, and III are available upon request.

Please email Michael Craig, County Attorney at: [michaelcraig@polk-county.net](mailto:michaelcraig@polk-county.net)

**How to Apply**

**Via Email (PREFERRED METHOD)**

Send resume and salary history to: [michaelcraig@polk-county.net](mailto:michaelcraig@polk-county.net)

**Via Mail**

Send resume and salary history to:

Michael Craig, County Attorney

330 W. Church Street

PO Box 9005, Drawer AT01

Bartow, Florida 33831-9005