



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

CORPORATION COUNSEL

Provide legal advice to Board of Commissioners and County Departments. Process claims and lawsuits filed against the County and coordinate with external counsel. Serve as the County's Health Insurance Portability and Accountability Act (HIPAA) and Equal Employment Opportunity Compliance Officer. Serve as FOIA Coordinator for all County Offices except Office of Prosecuting Attorney and Drain Commissioner. Draft and review contracts. Also, act as EEO Compliance Officer to facilitate the grievance procedure set forth in Personnel Policy. Research, review and process all legislative and statutory changes that affect County government. Perform other duties as directed by Board of Commissioners.

Juris Doctorate degree and licensed to practice law in the State of Michigan. Five years municipal law experience, or comparable combination of experience, training and education. Comprehensive knowledge of municipal law and strong understanding of authorities and responsibilities of Counties, Cities, Villages, and Townships. Up to date on applicable Federal and State laws. Skills in analysis, research, writing, court representation, and oral and written communications.

Administrative Services / Salary; Negotiable / Full-time. M-F 8-5 p.m.

Apply online: <http://www.kalcounty.com/hrd/hrdsubmit.php?Posting=1180>

Or send resume to:

Meri Tolbert, HR Specialist
201 West Kalamazoo Avenue, Suite 407
Kalamazoo, MI 49007

HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4th Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | www.kalcounty.com/hrd

