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## **Now Hiring: Deputy General Counsel**

### **Sarasota County Tax Collector's Office – Sarasota County, Florida**

The Sarasota County Tax Collector's Office is dedicated to providing efficient, transparent, and customer-focused public services to our residents. We manage a wide range of statutory duties, including the collection of property taxes, motor vehicle services, enforcement, and other state-mandated programs. We are seeking an experienced Deputy General Counsel to support the legal needs of a dynamic, high-impact constitutional office.

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### **Position Overview**

The **Deputy General Counsel** serves as a key advisor to the Tax Collector, General Counsel, leadership team, and departmental managers on a broad range of legal and compliance matters. This position assists in supporting the Office of General Counsel and ensures that the organization operates within all applicable federal, state, and local laws, with a strong focus on risk management, policy development, compliance, and operational support.

This role requires excellent judgment, strong legal research and writing skills, and the ability to work collaboratively in a fast-paced public-sector environment.

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### **Key Responsibilities**

- Provide legal counsel to the Tax Collector, General Counsel, executive leadership, and operational divisions on matters involving Florida Statutes, administrative law, public records, taxation, motor vehicle regulations, employment law, procurement, enforcement, and contract compliance.
- Draft, review, and negotiate contracts, interlocal agreements, MOUs, and policy documents.
- Provide guidance on public records requests, Sunshine Law compliance, ethics requirements, and governmental transparency issues.
- Manage and track litigation and administrative proceedings involving the office; coordinate with outside counsel as needed.

- Develop, review, and revise internal policies and procedures to ensure legal compliance and operational effectiveness.
  - Conduct legal research and prepare memoranda, reports, and recommendations.
  - Provide training to staff on legal topics, risk mitigation, compliance requirements, and new legislation.
  - Assist the General Counsel in representing the office in meetings, hearings, and intergovernmental discussions.
  - Support special projects and initiatives as assigned by the General Counsel or Tax Collector.
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## **Qualifications**

### **Required:**

- Juris Doctor (J.D.) from an accredited law school.
- Active member in good standing with The Florida Bar.
- Minimum 5 years of experience practicing law, with preference for experience in government, administrative, tax, or public-sector law.

### **Preferred:**

- Experience with Florida public records and Sunshine Law.
- Prior work experience in state or local government.
- Knowledge of tax administration, motor vehicle law, procurement law, or employment law.
- Supervisory experience or demonstrated leadership abilities.

### **Skills:**

- Strong analytical, written, and verbal communication skills.
  - Ability to manage multiple, complex matters with competing deadlines.
  - High level of professionalism, discretion, and ethical judgment.
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## **Location & Work Environment**

- Based at the Sarasota County Tax Collector's Office headquarters in downtown Sarasota at 101 S. Washington Blvd.
  - Monday–Friday, 8:00 a.m. to 5:00 p.m., with flexibility for after-hours responsibilities.
  - Occasional travel for hearings, conferences, or meetings.
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### **Salary & Benefits**

- Salary: Competitive and commensurate with experience.
  - Benefits: Full government benefits package, including health insurance, retirement, paid time off, and professional development support.
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### **How to Apply**

Submit the following to [Employment@SarasotaTaxCollector.gov](mailto:Employment@SarasotaTaxCollector.gov):

- Resume
- Cover letter detailing your interest and relevant experience

**Application Deadline:** Open until filled. Early submissions encouraged.

Please notify our office if you need reasonable accommodation to participate in the employment process.

EOE. This organization participates in E-Verify.