



ST.CHARLES PARISH

DEPARTMENT OF LEGAL SERVICES

GENERAL OVERVIEW

- The St. Charles Parish Legal Department is one of the Administrative Departments created by the Home Rule Charter. The Legal Advisor to the Parish is appointed by the Parish President and must be confirmed by the Council.
- The persons who presently operate the Department are the Attorney, the Assistant Attorney, the Paralegal and the Legal Secretary.
- The Legal Director serves at the pleasure of the Parish President.

ORGANIZATIONAL CHART

Leon C. Vial, III
Parish Attorney

David S. Moyer
Assistant Parish Attorney

Dawn H. Higdon
Paralegal
22Years

Bobbi N. Cullen
Legal Secretary
15years (SCP 18 years)

HOURS OF OPERATION

- Monday - Friday
- 8:30 A.M. — 4:00 P.M.
- Department employees are available after hours upon request and by telephone.

DUTIES

- The duties of the Legal Department are diverse and entail a variety of disciplines and skills. Its largest work loads are supplied by the Planning and Zoning Department, the Public Works/Wastewater Departments and the Council although Legal is called upon by most of the other Departments as questions and problems arise in their functional areas.

- The Legal Department represents the Parish, the Parish President and the Parish Council on all Legal matters. The issues range from giving advise on proposed legislation, contract matters with the Parish, risk management issues, all litigation matters and compliance and regulation of all Parish matters with various state, federal and local laws.

- The Legal Department attends most planning and tactical meetings, responds to legal questions and prepares documents that assist in the execution of plans and projects.
- The Legal Department approves the forms and contents of contracts and bid documents and, on questionable bids, gives opinions to the appropriate Departments.

- The Legal Department is charged with the prosecution and enforcement in court of Planning and Zoning Ordinances and after Judgments are rendered, for the execution of those Judgments. That entails making Court appearances for as many times that may be necessary to correct code violations.