Corporation Counsel's Office : Core Values

We know we are living the core value of **SERVICE** when we:

- make access a priority by being available for consultation;
- provide legal services in an atmosphere where people are treated with understanding, fairness and dignity;
- meet our time commitments for hearings, meetings, deadlines;
- respond to inquiries in a timely manner;
- consider individual facts and circumstances of each case, prioritize work assignments, and adjust our deadlines and strategies accordingly.

We know we are living the core value of **INTEGRITY** when we:

- protect confidentiality;
- communicate openly and honestly and listen without personal bias or prejudice;
- are consistent in our decisions, actions and treatment of county employees and the public;
- comply with the professional code of ethics in its entirety.

We know we are living the core value of **QUALITY** when we:

- stay current in our education of the areas of law in which we specialize;
- completely analyze and research legal opinions;
- are well prepare for hearings and meetings;
- seek input and feedback from the agencies we represent and take all reasonable action necessary to better serve them and the clients we share;
- actively seek out opportunities for self development and make full use of development and educational opportunities provided.

We know we are living the core value of **DIVERSITY** when we:

- respect others and appreciate differences in perspective;
- adhere to professional standards for both work related and personal interactions with minority group members;
- take responsibility to know and understand other cultures through continuing education and interaction with minority group members;
- are tolerant with people who have greater difficulty comprehending our work with them and the legal system due to a disability or because they are unfamiliar with our culture.

We know we are living the core value of **SHARED PURPOSE** when we:

- work in cooperation with the other County departments and their representatives;
- solve problems in a manner which builds good relationships and contribute to the common objective;
- provide counsel and advice to others to assist in achieving their program and service objectives.

We know we are living the core value of **STEWARDSHIP OF RESOURCES** when we:

- consistently make productive use of our work time;
- invest in our employees by promoting continuing education and training through in-house training and continuing legal education;
- are comprehensive in our legal work, looking for practical, realistic solutions to problems which achieve our intended objectives and minimize the amount of time invested in unnecessary litigation.