



APRIL 2018
FLSA: EXEMPT
Bargaining Unit: CA
JCN: 5106

SR. DEPUTY COUNTY COUNSEL

DEFINITION

Under general direction, performs professional legal work and representation to the County, primarily of a complex nature; assists with the creation, implementation, and evolution of policy; provides a comprehensive level of legal advice and counsel to the Board of Supervisors, County management staff, commissions, and committees; and any or all of the following: functions as lead attorney on projects involving multiple attorneys, and directs and coordinates activities of attorneys on those projects; leads multiple departmental teams on significant projects; work as part of management and/or policy teams of departments to which assigned; trains County employees in areas of the law and policy; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Counsel and Assistant County Counsel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced/lead- level classification in the Deputy County Counsel classification series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties to represent the County in legal matters. Incumbents may assist with legal matters in any area of County law, working independently in any number of specialized areas. Incumbents also function as the lead attorney over small teams of attorneys and technical or clerical staff responsible for finding legal solutions for a variety of legal matters in any area of county law.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides a variety of complex professional legal services, including advising and representing County departments, commissions, special districts, and jurisdictions.
- Assists with the creation, implementation, and evolution of County policy.
- Directs the work and leads teams of in-house attorneys on projects requiring interdisciplinary skills and policy development.
- Handles complex, difficult legal matters and litigation with minimal supervision.
- Collaborates and advises departments concerning their respective duties, powers, functions, and obligations.
- Performs a broad range of legal services in areas such as civil litigation, public agency law, juvenile, child welfare, public guardian, special districts, and mental health.
- Researches legal problems, and prepares opinions, ordinances, resolutions, contracts, leases, permits, and other legal documents in order to recommend solutions and provide needed support to implement the recommended solution.
- Represents and advises County personnel in labor and employment matters, including disciplinary appeals and grievance proceedings.
- Represents the County in litigation encompassing a wide variety of complex legal routine to complex issues including all phases of pre-trial, trial, and appellate work in state and/or federal courts.
- Represents the County in administrative hearings before boards, commissions, and state and federal agencies.

- Provides work direction to paralegal, secretarial, clerical, and related office support staff; informally reviews and evaluates their work product.
- Investigates and prepares reports regarding claims against the County.
- Interviews and prepares witnesses for testimony.
- Reviews ordinances, resolutions, contracts, and other documents for legal sufficiency; recommends modifications as required.
- Maintains accurate records and files; compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on County operations; and recommends appropriate action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of complex civil, constitutional, and administrative law and their application.
- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Responsibilities and obligations of public officials and administrative agencies.
- County governmental organization, structure, and functional responsibilities.
- Rules of procedure governing the conduct of hearings before administrative bodies.
- Procedures, practices, and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, practices, and methods of complex legal principles, statutory law, legal research and investigation techniques.
- Pre-trial, trial, and administrative hearing rules and procedures.
- Legal principles, facts, evidence, and precedents to common government agency legal problems.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide staff leadership and work direction.
- Train staff in work procedures.
- Define issues, perform legal research, analyze problems, evaluate alternatives, and make appropriate recommendations.
- Present statements of fact, law, and arguments clearly and logically.
- Exercise sound, independent judgment within the general policy guidelines and legal parameters.
- Conduct effective negotiations.
- Analyze and apply complex legal principles, facts, and evidence to legal problems.
- Follow pre-trial, trial, and administrative hearing rules and procedures.
- Interview and prepare witnesses for testimony.
- Represent the County effectively in hearings and courts of law.

- Prepare clear, concise, and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence, and other written material.
- Make recommendations and/or determinations concerning the advisability to prosecute, compromise, or dismiss civil litigation.
- Translate technical/legal concepts into oral and written expressions that connect with the intended audience.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and eight (8) years of experience as an attorney engaged in the practice of civil law in the State of California, four (4) years of which must have been obtained in a local government setting such as a county or city.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of an active membership in good standing with the State Bar of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.