

## **DEPUTY COUNTY COUNSEL**

### **DEFINITION**

Under general supervision, performs legal work of a routine to complex nature in representing the County and providing advice and counsel to the Board of Supervisors and County management staff and commissions and committees; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Deputy County Counsel is considered to be the highest-level non-supervisory class, fully capable of working independently in any number of specialized areas. While expertise may be gained in a specialized area, incumbents may assist with legal matters in any area of county agency law. This class is distinguished from Sr. Deputy County Counsel in that the latter is a lead level class.

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Advises County departmental management concerning their respective duties, powers, functions and obligations.
- Performs a wide range of legal work in such areas 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.
- Prepares and tries routine to difficult cases, often involving a specialized body of law.
- Represents the County in administrative hearings before boards, commissions and state and federal agencies.
- Attends County departmental, board and commission meetings to provide legal advice on a variety of matters.
- Investigates and prepares reports regarding claims against the County.
- Reviews ordinances, resolutions, contracts and other documents for legal sufficiency; recommends modifications as required.
- Maintains accurate records, files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on County operations and recommends appropriate action.
- Directs the work of professional and support staff on a project basis.

### **QUALIFICATIONS**

**NOTE:** The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of assigned projects as specified under Distinguishing Characteristics.

**Knowledge of:**

- Civil and administrative law procedures.
- State and federal laws and constitution provisions affecting County agencies' operation.
- 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 and practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, methods and techniques of legal research and investigation.

**Skill in:**

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Presenting statements of fact, law and argument clearly and logically.
- Exercising sound, independent judgment within the general policy guidelines and legal parameters.
- Interpreting state and federal laws and constitutional provisions affecting County operations.
- Representing the County effectively in hearings, courts of law and meetings with others.
- Preparing clear, concise and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Translating technical/legal concepts into oral and written expressions that connect with the intended audience.

**Other Requirements:**

Must possess a valid driver's license. Must be a member in good standing of the California State Bar Association.

**Education and Experience:**

Equivalent to graduation from a college or university plus an appropriate law degree.  
Five years of progressive experience as an attorney engaged in the practice of civil law in the State of California, preferably in a county government setting. Demonstrated ability to litigate a wide variety of civil lawsuits and to advise County agencies with minimal supervision.

**NOTE:** The above qualifications are typically accepted ways of obtaining the required knowledge and skills.