

SENIOR DEPUTY COUNTY COUNSEL**DEFINITION**

Under general direction, provides a broad range of legal services 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; performs related work as assigned. May be called upon to act as lead attorney on projects involving multiple attorneys and to act to direct and coordinate activities of attorneys on those projects.

DISTINGUISHING CHARACTERISTICS

This class is considered to be the lead level class, fully capable of working independently in any number of specialized areas. Incumbents may lead small teams of attorneys responsible for finding sophisticated legal solutions for a variety of legal matters in any area of county agency law. This class is distinguished from Principal Assistant County Counsel and Chief Assistant County Counsel in that the Principal Assistant County Counsel and Chief Assistant County Counsels are supervisory classes with responsibility to provide direct or indirect supervision of the Senior Deputy County Counsel, Deputy County Counsel, and Associate County Counsel classes. Whereas the Senior Deputy County Counsel class may be a lead attorney on projects involving multiple attorneys and to direct and/or coordinate activities of attorneys on those projects.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides leadership and expert legal advice to the County for a broad range of complex legal issues.
- Assists with the creation, implementation and evolution of County policy.
- Leads teams of in-house attorneys on projects requiring interdisciplinary skills and policy development.
- Handles complex, difficult legal matters and litigation with little supervision.
- Collaborates and advises departments concerning their respective duties, powers, functions and obligations.
- Performs a broad range of legal services in such areas as civil litigation, public agency law, juvenile, child welfare, public guardian, special districts and mental health.
- Researches legal problems, 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 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.
- 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.

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, administrative law and 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, practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, methods and techniques of legal research and investigation.
- Supervisory principles and practices including work planning, scheduling, assigning, evaluation, employee training and discipline.

Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Planning, organizing, assigning, supervising, reviewing and evaluating the work of others.
- 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.

Eight years of experience as an attorney engaged in the practice of civil law in the State of

California, four years of which must have been obtained in a county government setting. Demonstrated ability to litigate a wide variety of complex civil lawsuits and to advise County agencies.

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