



**COUNTY COUNSEL**

**DEFINITION**

To plan and direct the activities and operations of the County Counsel's Office; to serve as the legal representative of the Board of Supervisors, all County departments, agencies and institutions on assigned litigation and business matters; to provide highly responsible and complex administrative support to the Board of Supervisors; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Board of Supervisors. Appointed by the Board of Supervisors.

Exercises direction over technical and clerical staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Provides varied professional and administrative legal services to the County through the County Counsel's Office.

Advises and/or represents the County Board of Supervisors, County officers, County departments, their employees, boards, commissions and dependent special districts.

Researches, writes and/or orally renders legal opinions as requested.

Researches, drafts and presents legal briefs, petitions, ordinances, opinions, resolutions and/or court orders.

Appears before courts and at administrative proceedings to represent the County's interests as required.

Reviews and prepares contracts, leases, deeds, purchase agreements and employee service agreements.

Reviews and interprets current legislation and litigation relevant to County services and/or administration.

Processes estate and conservatorship cases.

Researches and develops opinions and impartial analysis for valid issues as required.

Acts as legal advisor and may attend meetings of the governing boards of the County, commissions and special districts.

Recommends the hiring of private legal counsel as appropriate.

May represent the County on state legislative matters as needed.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Develops, plans and implements department policies and procedures.

Prepares and administers the department's annual budget.

Selects, trains, supervises and evaluates the performance of subordinate staff; implements disciplinary action and termination as appropriate; provides for adequate training and professional development opportunities.

Coordinates department activities with those of other departments and outside agencies and organizations.

Prepares and submits reports and special studies as required.

Performs general administrative work as required, including conducting and attending meetings, preparing correspondence, reviewing mail and literature, etc.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of public agency administration.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Current principles and practices of public law.

Organization, duties, powers, limitations and authority of County governments and the County Counsel's Office.

Legal principles and practices, including civil, criminal, constitutional, administrative, land use, labor, public contract and government law and procedure.

Methods of legal research.

Established precedents and sources of legal reference applicable to County activities.

Modern office practices and technology, including the use of computers for word and data processing.

Report and business letter preparation techniques.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.

Organize, interpret and apply legal principles and knowledge to complex legal problems.

Effectively apply legal knowledge and principles in court.

Present statements of law, facts and arguments clearly and logically.

Prepare and present difficult cases in court.

Conduct research on complex legal problems and prepare sound legal opinions.

Draft legal documents such as ordinances, resolutions, statutes, contracts, complaints, writs and demurrers.

Gain cooperation through discussion and persuasion.

Appraise situations and people accurately and quickly in order to develop an effective course of action.

Analyze problems, identify alternative solutions, determine consequences of proposed action, and make and implement recommendations in support of goals.

Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management and professionalism.

Select, supervise, train and evaluate staff.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others and make formal presentations to various groups.

Establish and maintain effective working relationships with those contacted in the course of work.

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Maintain records and prepare required reports.

Prepare and administer a budget in conformance with sound financial management techniques.

Perform required mathematical computations with accuracy.

Use computers for word and data processing.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Five years of increasingly responsible professional legal work, including at least one year in a supervisory capacity. Substantial experience in land use law, labor law, civil litigation, county or related government law, and public contract law is required.

#### **Education:**

Graduation from an accredited law school.

#### **Additional Requirements:**

Possession of a valid California driver's license.

Possession of current membership in the State Bar of California.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**