

ASSISTANT COUNTY COUNSEL

To provide legal service to the Board of Supervisors and all departments; to handle difficult and complex cases and assignments in the County Counsel's office; and to act for the County Counsel in his or her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Counsel and works toward definite objectives that require use of a wide range of procedures. Plans, and/or determines specific procedures or equipment required to meet assigned objectives, and solves non-routine problems. Refers only unusual matters to the County Counsel.

This position does not supervise county staff but does provide advice and guidance to other departments.

EXAMPLES OF ESSENTIAL FUNCTIONS

Provides general and case specific advice in juvenile dependency matters; reviews and revises petitions, reports and orders after hearing; makes court appearances.

Reviews contracts, ordinances, resolutions and other legal documents for legal sufficiency; prepares same for the County Counsel as requested.

Researches and prepares legal opinions.

Oversees and participates in litigation pertaining to Public Guardian/Public Conservator cases; reviews and revises petitions, reports and orders; and makes court appearances.

Performs general administrative work, including conducting and attending meetings and preparing correspondence.

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

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

Represents the County in court in potentially dangerous dog cases; performs associated work with each case; reviews and analyzes Sheriff's reports and documents as well as court documents; makes court appearances.

May advise and/or represent the County Board of Supervisors, County officers, County departments, their employees, boards, commissions, and dependent special districts.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and application of civil, constitutional and administrative law.

Principles and practices of public agency administration.

Applicable Federal, State, and local laws, codes, and regulations.

Legal research methods.

Trial and hearing procedures.

Rules of evidence.

Current principles and practices of public law.

Techniques for providing a high level of customer service by effectively dealing with the public and staff.

Organization, duties, powers, limitations, and authority of County Counsel and County government.

Ability to:

Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.

Prepare and present cases of law in court.

Present statements of law, fact, and argument clearly and logically in written and oral form.

Analyze and draft ordinances, resolutions, contracts and other legal documents.

Deal courteously and communicate effectively with a variety of individuals in the course of work.

Analyze, interpret, apply, and enforce applicable Federal, State and local policies, procedures, codes, laws and regulations.

Identify problems, research and analyze relevant information.

Develop and present recommendations and justification for proposed solutions.

Prepare clear and concise reports, correspondence, procedures, and other written materials.

Maintain accurate files and records.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.

Organize own work, set priorities and meet critical time deadlines.

Complete multiple priority projects with conflicting deadlines.

Makes presentations to the Board of Supervisors and other groups.

Maintain confidential information in accordance with legal standards and/or County regulations.

Be organized, accountable, friendly, ethical, and professional at all times.

TYPICAL WORKING CONDITIONS

Work is typically performed in a normal office environment and/or a court room.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties. Must be able to maintain effective audio-visual discrimination and perception needed for communicating with others, reading and writing. 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. Must be able to frequently lift and carry objects weighing up to ten pounds.

MINIMUM QUALIFICATIONS

Experience:

Five years of increasingly responsible experience in the practice of law. One year in a supervisory capacity is desirable.

Education:

Graduation from an accredited school of law.

Additional Requirements:

Current membership in the State Bar of California.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

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.