

**DEPUTY COUNTY COUNSEL I/II/III**DEFINITION

Under the direction of the County Council, provides a variety of professional legal services to the County through the County Council's office. Performs related professional and administrative work as required.

DISTINGUISHING CHARACTERISTICS

The position of Deputy County Counsel is an at-will position. Deputy County Counsels work under the direction of County Council and Assistant County Counsel. As the incumbent becomes more familiar with County operations, policies and procedures, they are expected to handle varied and responsible legal work with a greater degree of independence and increased delegation of responsibilities.

This is a multi-level professional classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned planning functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the Deputy County Counsel II, or County Counsel III. Positions in this classification series are flexibly staffed.

***Deputy County Counsel I:*** This is the entry level in this series for the professionally qualified person. As incumbents become familiar with County operations, policies and procedures, they are expected to handle varied and responsible legal work with a greater degree of independence and increased delegation of responsibilities; a Deputy County Counsel I may expect to qualify for the next higher class of Deputy County Counsel II.

***Deputy County Counsel II:*** This is the journey level position within this series. At this level, professionally qualified persons normally have gained experience in the practice of law. Incumbents are expected to perform responsible legal work in county legal matters and to complete regular assignments with limited supervision or assistance.

***Deputy County Counsel III:*** This is the advanced journey level position within this series. Professionally qualified and experienced persons perform specialized legal work for the County in civil matters, in a relatively independent manner. This class differs from that of Deputy County Counsel II in that the county legal matters handled generally are more varied, complex and sensitive.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the County Council. No permanent full-time staff to supervise. May provide leadership and direction to support staff as assigned.

EXAMPLES OF DUTIES -- Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

Provides legal counsel and representation to County departments, special districts and the Board of Supervisors pertaining to their powers, duties and the law respecting the exercise of such power and duties.

Represents the County and special districts in administrative proceedings, civil litigation, and other adjudicatory proceedings, and in conservatorship proceedings (both under the Probate Code and under the Welfare and Institutions Code), capacity hearings, and juvenile dependencies.

Studies, analyzes, interprets and applies laws, court decisions, ordinances and other legal authorities in order to advise County officers, department heads and political subdivisions on legal matters.

Researches, formulates, presents, and supports legal opinions, written and oral, pertaining to County government.

Researches, drafts and presents legal documents such as briefs, petitions, ordinances, resolutions and/or court orders.

Reviews and prepares contracts, leases, purchase agreements and/or employee service agreements. Prepares and conducts litigation pertaining to County legal matters, including defending civil actions or proceedings involving the County, its officers and employees or prosecuting litigation on behalf of the County and its agencies as plaintiff or petitioner.

Assists County Counsel in the preparation of the more complex litigation pertaining to County legal matters.

Provides guidance, instruction, and assistance to clerical support staff as necessary to secure an acceptable level of work product.

Maintains correspondence with County departments and various other agencies in matters pertaining to assigned work.

Performs related work as required

QUALIFICATIONS:

Knowledge of:

Legal principles and their applications;

Legal research methods;

Principles and practices of civil law;

Principles and procedures of law, especially as related to County government and activities, including civil, criminal and administrative procedure;

Laws and regulations relevant to County government;

Contract and other business law concepts and principles;

Rules, practices and procedures of the courts;

Precedent decisions;

Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;

Modern office practices, methods and computer equipment;

Record keeping principles and procedures;

Computer applications related to the work;

English usage, grammar, spelling, vocabulary, and punctuation;

Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Exercise independent judgment and determine own work methods to achieve the goals of the department and organization;

Perform legal research using traditional and computer-assisted resources;

Analyze and apply legal principles, facts and precedents to legal problems;

Type with accuracy and adequate speed on a typewriter and computer;

Work independently and as a team member;

Use English effectively to communicate in person, over the telephone and in writing;

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;

Operate modern office equipment including computer equipment and specialized software applications programs;

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;

Maintain significant flexibility in daily operations and decision making;

Read and interpret various materials pertaining to the responsibilities of the job;

Present laws, facts and arguments clearly and logically in written and oral form; and Deal effectively and tactfully with those contacted in the course of work;

Interact effectively with persons of different social, economic and ethnic backgrounds;

Maintain high personal standards of ethics and integrity;

Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds;

React calmly and professionally in emergency, emotional and/or stressful situations.

EXPERIENCE AND TRAINING GUIDELINES:

***Deputy County Counsel I:***

A Juris Doctorate from an accredited law school.

***Deputy County Counsel II:***

A Juris Doctorate from an accredited law school and three years practicing law with one year of experience practicing law for a public agency or practicing in areas related to public agency law practice.

***Deputy County Counsel III:***

A Juris Doctorate from an accredited law school and 4 years practicing law with two years of experience practicing law for a public agency or any combination of education and experiercer that provides equivalent knowledge, skills, and abilities.

LICENSE OR CERTIFICATE:

Current membership in the State Bar of California.

Possession of, or ability to obtain, an appropriate California driver's license.

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 in work areas 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 30 pounds, as necessary to perform job functions.

WORKING 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. Must be able to work varied hours and work under stressful conditions.