

ASSISTANT COUNTY COUNSEL

DEFINITION

Under the direction of the County Counsel, assists in the management of legal services for the County government, departments, and agencies; performs highly complex and difficult legal work; and supervises departmental professional and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is an at-will position. The Assistant County Counsel works under the direction of County Counsel. They are expected to handle varied and responsible legal work with a greater degree of independence and complete regular assignments with limited supervision or assistance.

The Assistant County Counsel functions as a key member of the management team of the County Counsel Office and manages a variety of legal services and complex work for the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the County Counsel. The incumbent in this position supervises staff when required and has full responsibility for the management of the department in the absence of the County Counsel.

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.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

Serves as County Counsel and performs related duties in the absence of same.

Assists County Counsel in the formulation of legal strategy and options on difficult and complex legal issues.

Reviews legal documents prepared by legal staff to ensure complete and accurate information and relationship to policy; revises documentation as appropriate and approves accordingly.

Provides legal counsel to the County departments and agencies.

Represents the county in civil litigation or other adjudicatory proceedings.

Attends various meetings of boards and commissions as requested to provide legal advice and guidance.

Researches, analyzes, and applies federal; and state statutes and regulations, ordinances, court decisions, and other precedent in writing opinions and for purposes of litigation.

Composes, writes, and processes myriad legal documents; pleadings, briefs, opinions, contracts, and ordinances; ensures documents comply with the law.

Assist in hiring planning, coordinating, training, assigning and evaluating the work of attorneys and support staff.

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.

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 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

Minimum Qualifications

Knowledge of:

The principles of civil, constitutional, and administrative law.

The responsibilities, powers, and statutory limitations of the County Counsel's office.

Judicial procedures and rules of evidence.

The principles, methods, materials, and practices of legal research

Ability to:

Analyze, appraise, and organize facts, evidence, and precedents and present such material orally or in writing in clear and logical form.

Analyze and appraise a variety of legal documents and instruments.

Draft legal instruments such as ordinances, resolutions, Board orders.

Establish and maintain effective working relationships with court officials and the general public.

Supervise and coordinate the work of professional and clerical subordinates engaged in work of a legal nature.

Education and Experience:

Any combination of education, experience and training which provides the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities is possession of a Juris Doctorate from an accredited law school and five years of experience in professional legal work, including or supplemented by three years of practice of public law.

Special Requirements

Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

License or Certificate: Membership in the California State Bar. Must possess and maintain a valid Class C, California State Driver's License for some positions.

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.