

**EXECUTIVE ASSISTANT TO THE COUNTY COUNSEL**

DEFINITION

To perform a variety of specialized administrative and technical duties using independent decision making and good legal and technical judgment in supervising the day-to-day operations of the Office of the County Counsel, nuisance abatements, and act as referral service. Supervises legal document production and filing for the Public Guardian (Probate and Temporary Conservatorships, Extensions, Sale of Property), and Public Administrator (Probate of decedents' estates).

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from Legal Office Manager and/or Principal Legal Secretary by its supervisory duties and a broader scope of responsibilities related to day-to-day operations. Subject position performs specialized duties in a highly independent manner involving exposure to and the tactful handling of sensitive and confidential issues.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Counsel, directly supervises assigned clerical and technical employees, and interfaces with every department in the County.

EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

Plans, organizes and supervises daily activities in the County Counsel's office. Handles the County Counsel's daily calendar, schedules court appearances, appointments, meetings, and acts as liaison with the court and other departments.

Assures compliance with applicable sections of the California Civil Code, Government Code, Probate Code, Public Contract Code, Institutions & Welfare Code, and other governmental agency administrative regulations.

Understands and complies with all local, state, and federal court Rules and Policies, which governs all paperwork filed with the Courts.

Composes, prepares, maintains and/or processes a variety of records, reports; plans correspondence, agreements, contracts, etc., as required.

Reviews all purchase orders and contracts for services and supplies for conformance with adopted policies of the County Administrative Manual before County Counsel reviews same.

Reviews and analyzes new and proposed rules, regulations, county and state legislation, implements necessary changes. Provides other county departments updates in proper legal procedures to maintain compliance with current laws.

Executive Assistant To The County Counsel

Rev.- 02/12/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08  
Rev.-07/21/09

Res. #2006- 6  
Res. #2006- 93  
Res. #2006- 93  
Res. #2007- 03  
Res. #2009- 55

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Serves as liaison to county departments, city, and state offices that deal with the County Counsel's Office. Coordinates and monitors assigned multi-departmental operations, assisting department supervisory personnel to ensure compliance with policies, procedures and regulations.

Determines which actions are required, then prepares, files and follows up on all legal documents and appearances required for the Public Guardian-Conservatorship-Public Administrator's office.

Prepares ordinances, resolutions for a variety of departments, and drafts contracts for review by County Counsel.

Participates in selection of additional and/or part-time staff.

Does basic legal research using computer/internet databases.

Plans, assigns, supervises, and evaluates the work of previously-assigned clerical and technical staff; provides training, advice, and assistance as needed. Participates in the selection of staff; implements disciplinary action as needed.

Updates all practice and procedure books. Handles all billing for County Counsel's office.

Prepares budget and is responsible for administration of budgets; prepares billing statements and reimbursement claims for services provided; maintains account balances; prepares payroll and salary actions; processes accounts payable and receivable; does collections on County's behalf.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures of the County Counsel's office.

Performs general legal secretarial and administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs, maintaining computer databases and files, conducting studies, researching and compiling information and data, maintaining files, etc.

Composes, types, edits, processes, copies, files and/or transmits various documents including but not limited to correspondence, legal notices, reports, rosters, memos, agenda items, resolutions, ordinances, contracts, etc.

Keeps track of revenues; bills other departments, and special districts.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, departments heads, and various agencies—city, county, state and federal.

Performs related work as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, rules and regulations.

Judicial Council form preparation, etc.

Methods of filing and indexing documents; principles and procedures of record keeping.

Legal terminology, forms and procedures.

Business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Basic arithmetic.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

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

Type at speeds necessary for successful job performance.

Prepare and administer assigned budgets.

Supervise, train, and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

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

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible secretarial or administrative experience.

Training:

High school diploma or GED equivalent supplemented by specialized business or legal training.

Classification Code:	0672100
Bargaining Unit:	06
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort"