

# COUNTY OF GLENN



## Deputy County Counsel I/II/III

**Deadline to Apply: Friday, March 29, 2024**

### **COMPENSATION:**

I - \$3,449.60-\$4,192.80 II - \$3,810.40-\$4,632.00 III - \$4,210.40 - \$5,117.60 Biweekly

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

### **Applications must include :**

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| - Glenn County Employment Application | - Resume                             |
| - Transcripts and/or Certificates     | - Cover Letter      - Writing Sample |

**Interview Date: Wednesday, April 10, 2024**

The position of Deputy County Counsel I/II/III provides a variety of professional legal services to the County through the County Counsel's office and performs related professional and administrative work as required. 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. This position is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will have experience practicing law for a public agency. This person will have the ability to exercise independent judgment and determine their own work methods to achieve the goals of the department and organization.

### **JOB 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.

Refer to the **job description** for a full list of duties.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

**I** - No legal experience required. **II** - Three (3) years practicing law with one year of experience practicing law for a public agency or practicing in areas related to public agency law practice. **III** - Four (4) years practicing law with two years of experience practicing law for a public agency or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **EDUCATION:**

**I/II/III** - A Juris Doctorate from an accredited law school.

### **LICENSE OR CERTIFICATE:**

**I/II/III** - Current membership in the State Bar of California. Possession of, or ability to obtain, an appropriate California driver's license.

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, March 29, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### **THE SELECTION PROCESS:**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.