

COUNTY COUNSEL

DEFINITION

To plan, direct and review the activities and operations of the County Counsel's Office; to serve as the legal representative in civil legal matters of the Board of Supervisors, all county departments, agencies and various boards and commissions; to serve as the Safety Officer, to oversee compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and to provide highly responsible and complex administrative support to the Board of Supervisors.

DISTINGUISHING CHARACTERISTICS

This is a single-position department head classification responsible for the provision of civil legal services to the Board of Supervisors, all departments, agencies and various boards and commission within Glenn County. The County Counsel also serves as the Safety Officer and oversees compliance with HIPAA. The incumbent reports to and is appointed to a four year term by the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors; exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Serves as legal advisor to the Board of Supervisors, county officers, county departments, their employees, boards, commissions and dependent special districts on their respective powers, duties, functions and obligations.

Attends all meetings of the Board of Supervisors, unless excused.

Acts as attorney for the county, county agencies, county officers, and county employees in civil actions instituted by or brought against these entities or persons when acting as or on behalf of the county.

Studies, interprets and applies statutes, ordinances, court decisions and legal opinions in the preparation of opinions, pleadings and briefs.

Makes decisions concerning the advisability to prosecute, compromise or dismiss civil litigation.

Appears before courts and at administrative proceedings to represent the county's interests as required.

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

Prosecutes for civil remedies to enforce county ordinances, abate public nuisances, recover for damages to county property, and condemn property for public purpose and other matters.

Drafts or reviews proposed legislation, ordinances, resolutions, contracts, and other legal instruments.

Provides legal services to the office of the Public Guardian/Public Administrator.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Develops, plans and implements office goals and objectives; recommends and administers policies and procedures.

Selects, trains, motivates and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and practices.

Oversees compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Coordinates department activities with those of other departments and outside agencies and organizations.

Prepares staff reports and necessary correspondence.

Attends and participates in professional groups and committees.

Prepares and submits reports as required.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Current principles and practices of public law.

Organization, duties, powers, limitations, and authority of county government and the County Counsel's Office.

Legal principles and practices, including civil, criminal, constitutional and administrative law and procedure.

Methods and techniques of legal research.

Established precedents and sources of legal reference applicable to county activities.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of public agency administration.

Principles and practices of budget preparation and administration.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision, training and performance evaluation.

Ability to:

Organize, interpret and apply legal principles and knowledge to complex legal problems.

Effectively apply legal knowledge and principles in court.

Present statements of law, fact and argument clearly and logically.

Prepares and present difficult cases in court.

Conduct research on complex legal problems and prepare sound legal opinions.

Interpret and make decisions in accordance with laws, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate the work of staff.

Prepare and administer a budget.

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

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

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 experience in county or related government law, including trial experience.

Training:

Equivalent to a Juris Doctorate from an accredited law school.

LICENSE OR CERTIFICATE:

Current membership in the State Bar of California.

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

Classification Code:	0289994
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to Current "Class Range Sort List"