

COUNTY COUNSEL

DEFINITION

Under administrative direction, serve as principle legal counsel to the County of Glenn; plan, organize, direct and review the functions and activities for the County Counsel's Office including advising County departments and employees on legal issues and representing those departments and employees in litigation; establish, monitor, evaluate and revise the office's goals, objectives, policies, and procedures; coordinate assigned activities with other County departments and outside agencies; and perform other duties as assigned.

County Counsel is an executive administrator level classification. An incumbent in this classification must file statements of economic interest with the Glenn County Clerk/Recorder.

DISTINGUISHING CHARACTERISTICS

This classification is appointed by and works at the direction of the Board of Supervisors. Responsibilities include the development of departmental policies, long-range plans, procedures, budget preparation, and personnel administration. The incumbent directs the efforts of professional, technical, and administrative office staff and administers the department's program of providing legal advice and representation to the Board of Supervisors, County Departments, commissions, and special districts within the County.

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 official meetings of the Board of Supervisors. Acts for the Board of Supervisors on delegated administrative and legislative details and makes recommendations for action to the Board
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.

County Counsel
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 07/21/09
Rev.- 02/03/13

Res. #2006-06
Res. #2006-93
Res. #2006-93
Res. #2007-03
Res. #2009-55
Res. #2013-08

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.

Determines the need for outside counsel in certain litigation; oversees the work of outside attorneys to ensure the best interest of the County is maintained; reviews related billing.

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.

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.

Supervises, assigns duties and evaluates the work of professional and support staff of the department to ensure achievement of goals, professional development, and adherence to policies and procedures. 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 and at least one year of supervisory 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.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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 50 pounds, as necessary to perform job functions.

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 must have the ability to work effectively under stress.