

**DEPUTY COUNTY COUNSEL**DEFINITION

Under the direction of the County Counsel, provides a variety of professional legal services to the County through the County Counsel's office. Performs related professional and administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is an at-will position. The Deputy County Counsel works under the direction of County Counsel. As the incumbent becomes more familiar with County operations, policies and procedures, they are expected to handle varied and responsible legal work with a greater degree of independence and increased delegation of responsibilities.

As incumbents become familiar with County operations, policies and procedures, 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the County Counsel. No permanent full-time staff to supervise. May provide leadership and direction to support staff as assigned.

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. Duties may include, but are not limited to, the following:

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

QUALIFICATIONS:

Knowledge of:

Legal principles and their applications;

Legal research methods;

Principles and practices of civil law;

Principles and procedures of law, especially as related to County government and activities, including civil, criminal and administrative procedure;

Laws and regulations relevant to County government;

Contract and other business law concepts and principles;

Rules, practices and procedures of the courts;

Precedent decisions;

Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;

Modern office practices, methods and computer equipment;

Record keeping principles and procedures;

Computer applications related to the work;

English usage, grammar, spelling, vocabulary, and punctuation;

Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Exercise independent judgment and determine own work methods to achieve the goals of the department and organization;

Perform legal research using traditional and computer-assisted resources;

Analyze and apply legal principles, facts and precedents to legal problems;

Type with accuracy and adequate speed on a typewriter and computer;

Work independently and as a team member;

Use English effectively to communicate in person, over the telephone and in writing;

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;

Operate modern office equipment including computer equipment and specialized software applications programs;

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;

Maintain significant flexibility in daily operations and decision making;

Read and interpret various materials pertaining to the responsibilities of the job;

Present laws, facts and arguments clearly and logically in written and oral form; and Deal effectively and tactfully with those contacted in the course of work;

Interact effectively with persons of different social, economic and ethnic backgrounds;

Maintain high personal standards of ethics and integrity;

Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds;

React calmly and professionally in emergency, emotional and/or stressful situations.

#### 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:

Two years of increasingly responsible experience in civil litigation including trial experience.  
AND

##### Education:

Graduation from an accredited college or university with a Bachelor's Degree and graduation 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:

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.