



ASSISTANT COUNTY COUNSEL Classification Specification

JOB SUMMARY:

Under administrative direction, assists the County Counsel in the planning, administration and supervision of the County Counsel's Office; acts in the absence of the County Counsel; performs professional legal services of a difficult and complex nature; performs lead professional legal services concerning various subject matters; supervises other attorneys and administrative staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This at-will, single position classification is responsible for assisting County Counsel in the planning and administration of the department, including administering assignment priorities, handling or oversight of the most complex issues, and direct or indirect supervision of attorneys and administrative staff. This class is distinguished from County Counsel in that the latter is responsible for the overall administration and operation of the department. This class is distinguished from other attorney classifications within the department by its participation in the administration of the County Counsel's Office and supervision of staff.

SUPERVISION EXERCISED:

Exercises supervision over attorneys and legal administrative support staff; may exercise supervision over subordinate supervisors.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *(Duties may include but are not limited to the following.)*

- Assist the County Counsel in the administration and operations of the department to ensure efficient organization and completion of work.
- Carry out supervisory duties in accordance with policies, procedures and applicable laws including: interviewing, hiring, training and mentoring, planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Provide legal counsel and representation to the County, its boards, commissions and department heads and joint powers, authorities and commissions independent of the County and special districts.
- Attend board and commission meetings in capacity of legal advisor in the absence of the County Counsel.
- Research and prepare written and verbal legal opinions for clients upon request.
- Direct support staff regarding preparation of contracts, ordinances and resolutions, legal opinions and litigation.
- Assist in the negotiation and drafting of contracts; advises client with respect to legal ramifications of contracting.
- Implement short-term or annual goals, objectives, and strategies for the department to ensure efficient organization and completion of work.
- Develop, communicate, and monitor policies, procedures, and standards for the department; recommend and implement improvement when necessary.
- Provide information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.
- Ensure that quality standards and compliance with regulations are maintained.
- Conduct extensive legal research by retrieving statutes, cases, law reviews, and State and federal regulations.
- Interpret and apply laws, court decisions and legal authorities for use in the preparation of complex cases, and briefs.
- Direct complex and controversial cases; provide technical expertise and work direction to other attorneys as assigned.
- Review legal actions filed against County Counsel clients to determine appropriate response and responds as appropriate.
- Represent clients in state and federal court and before administrative tribunals.
- Participate in the development and administration of the department budget.
- Attend regular staff meetings to review progress, accomplishments, strategies, and plans for the department.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

- Attend and/or conduct various internal and external meetings.
- Serve as County Counsel in his/her absence.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Computer
Vehicle

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Juris Doctorate degree from an accredited law school; and at least five (5) years of experience as an attorney in civil litigation, including a minimum of three (3) years representing a county or city at level equivalent to that of Deputy County Counsel IV, or one (1) year at a level equivalent to Chief Deputy County Counsel; or, a combination of education, training and increasingly responsible experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Lead or supervisory experience is preferred.

Licenses and Certifications:

Active membership in the State Bar of California
Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices regarding the practice of law in the State of California.
- Applicable state, federal and local ordinances, statutory and constitutional laws, rules and regulations.
- Budgetary principles and practices.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving administrative situations and problems.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Ability to:

- Research law and analyze and apply legal principles, facts, and evidence.
- Make clear, logical, and persuasive written and verbal legal arguments and presentations.
- Prepare and present cases in court and at administrative hearings; negotiate settlements.
- Work effectively and tactfully with elected and appointed officials, department representatives, co-workers, the public, and others with whom there is contact in the course of work.
- Write reports, briefs, contracts, opinions and/or other documents.
- Analyze situations effectively, interpret, and apply laws and regulations, and recommend effective courses of action.

- Maintain confidentiality and objectivity.
- Understand and accept differences in human behavior, cultural and ethnic backgrounds.
- Establish and maintain effective working relationships with a variety of individuals.
- Speak effectively before groups and respond to questions.
- Read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations.
- Deal with problems involving several concrete variables in standardized situations.
- Train and mentor other staff in their professional development.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck, objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Assistant County Counsel

CLASS CODE:

DEPARTMENT: County Counsel

REPORTS TO: County Counsel

FLSA STATUS: E

CIVIL SERVICE: NO – At-Will

BARGAINING UNIT: Unrepresented

ADOPTED: 12.19.17

History Notes: