

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Chief Deputy County Counsel
ALLOCATION: Office of County Counsel
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: Circa 1990
REVISED: March 2009

JOB SUMMARY:

Under general direction, assists in planning, organization and oversight of department-wide services; assigns and directs the work of subordinate personnel; may act for the County Counsel during periods of absence; may carry a workload that involves complex and sensitive transactions, legal cases or issues; and performs other duties as assigned.

CLASS CHARACTERISTICS:

This single executive management level classification is second-in-command of the office of the County Counsel. The incumbent may be delegated responsibilities for the overall administration and management of the department. As a result, the incumbent uses considerable independent judgment and discretion in department administration and management. This position reports to the County Counsel.

EXAMPLES OF DUTIES:

Essential:

Management Responsibilities:

- Provides supervision and training for subordinate legal personnel with respect to both litigation and office legal practice; trains subordinate legal and administrative office support staff in effective methods of handling client problems and interacting with the public.
- Monitors, supervises and coordinates the work of the Deputy County Counsels and support staff as directed by the County Counsel; and reviews the various legal, specialized, and supportive sections of the department.
- Plans, organizes, assigns, trains, reviews and evaluates the activities of professional attorneys, technical, and administrative support directly; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- May establish goals and objectives for the divisions of the department and individual employees within the department.
- Assists the County Counsel in hiring, planning, coordinating, assigning and evaluating the work of subordinate professional, technical, and administrative support staff.
- Assists in the preparation and administration of the annual office budget to the County Administrator and may participate in its presentation to the Board of Supervisors.
- Directs maintenance of office fiscal and personnel records.

Legal Responsibilities:

- Meets with and advises the Board of Supervisors, County Administrator, and other County boards and commissions, and boards of directors of special districts with respect to both legal advice and representation.
- Directs complex and controversial cases; provides technical expertise and work direction to other attorneys as assigned.
- Represents clients in state and federal court and before administrative tribunals.
- Represents clients in appellate matters before the state and federal courts.
- Researches, interprets and applies laws, court decision, statutes, ordinances and other legal authorities for use in the preparation of legal opinions and briefs; prepares complex legal reports, opinions, briefs and appeals.
- Prepares pleadings and other papers in connection with difficult trials, hearings and other legal proceedings; performs research, investigation and detailed legal preparation for the trial or defense of the County in cases involving condemnation, damage or other civil suits; and prepares formal written ordinances, resolutions, contracts, leases, conveyances and other legal documents.
- Reviews legal actions filed against County Counsel clients to determine appropriate response and responds as appropriate.
- May appear before various civic, professional, education, and business groups, and appropriate committees of Congress, legislature and federal and state regulatory agencies for purposes of either representing the Office of the County Counsel or representing clients of the office of the County Counsel.

Important:

- Acts on behalf of the County Counsel in his/her absence.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Performs general administrative work as required, including conducting and attending meetings, preparing correspondence, and reviewing mail and literature.

- May drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Interpretation and application of the law as it relates to a general law county government.
- Principles and application of civil law.
- Research methods and judicial procedures.
- Statutory and constitutional laws of the United States of America and the State of California.
- Trial and hearing procedures and of rules of evidence.
- Modern public human resources and finance administration.
- Effective supervisory techniques.

Skill in:

- Analyzing and presenting legal considerations related to the policies, programs and operations of the County.
- Explaining complex principles to County officers in simple, concise, written and oral form.
- Researching, analyzing and applying legal principles, facts, evidence and precedence to complex legal problems.
- Consistently preparing and presenting statements of law, fact and argument clearly, logically and persuasively in written and oral form, including the most complex legal matters.
- Analyzing and drafting ordinances and other regulations.

Ability to:

- Manage a government law office and to administer the office budget.
- Orient, train, supervise and evaluate subordinate legal and administration support staff.
- Establish and maintain effective relationships with fellow staff members, departmental representatives, County officials, members of advisory and policy-making bodies, legislative representatives, the courts, and the public.
- Understand and accept differences in human behavior and cultural and ethnic backgrounds in the area.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to: See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office and court room environment.
- Attend meetings outside of normal working hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Active membership (in good standing) in the State Bar of California.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Education and Experience:

MINIMUM: Juris Doctorate Degree from an accredited school of law and five years of professional experience as an attorney in the practice of civil law in the State of California.

PREFERRED: In addition to the minimum, two years of experience at a level equivalent to the County's class of Deputy County

Counsel III.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Personnel Approval: Analyst
Date:

Signature: _____

Signature: _____