

DEPUTY COUNTY COUNSEL V

DEFINITION:

Under general direction, to perform legal work of the most complex nature and difficulty in the Office of the County Counsel; to provide legal advise to departments, boards and districts; to research and prepare written opinions; to prepare contracts, resolutions and ordinances for assigned County departments; to serve as legal advisor in public meetings of boards and agencies; to make recommendations to the County Counsel concerning sensitive litigation and County legal policies; to handle complex litigation and sensitive legal projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the highest level within the flexible classification of Deputy County Counsel. This classification performs the most complex and difficult legal assignments. Supervisory duties may be required as needed. Promotion is based on the department head's recommendation, and budget and organizational constraints, limiting the number of positions advancing to this level. Promotion to Deputy County Counsel V is based exclusively on a consistent work history of substantial and significant achievement and an expectation that such outstanding contributions will continue.

ESSENTIAL FUNCTIONS:

- Researches, interprets and applies laws, court decisions, statutes, ordinances and other legal authorities for use in the preparation of legal opinions on complex legal problems.
- Prepares contracts, leases, deeds, ordinances, resolutions and other documents for the Board of Supervisors, County departments and agencies.
- Subject to review, confers with and advises County departments and agencies on legal questions pertaining to their respective powers, duties, functions and obligations.
- Attends meetings of boards and commissions in order to provide legal advise and counsel.
- Attends depositions, motions and hearings.
- Prepares civil motions and pleadings.
- Prepares and argues motions.
- Handles significant bench trials and complex jury trials and appeals before judicial and administrative tribunals.
- Reviews attorney work product and assists less experienced staff members as may be directed.
- Makes recommendations to the County Counsel concerning the advisability of prosecuting, compromising or dismissing civil litigation.

- Prepares and handles juvenile dependency cases, conservatorship matters and petitions to free minors from parental custody and control.

OTHER FUNCTIONS:

- Performs other job-related duties as required.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

EMPLOYMENT STANDARDS

Four (4) years of progressively responsible experience in the private or public practice of law as an attorney. Three (3) years of experience emphasizing governmental, trial practice or administrative law is preferred. A post doctoral degree in law may be substituted for up to one (1) year of experience as a practitioner.

In addition, eligible candidates must have:

Active membership in the California State Bar, and

Admission, or eligibility for admission, to the United States District Court for Eastern California.

knowledge of: the thorough and complete principles of civil law and their practical application; detailed governmental and municipal law; legal research methods; pre-trial, trial and administrative hearing rules and procedures.

Ability to: analyze and apply complex legal principles, facts and evidence to legal problems; present law, facts and arguments clearly and logically in written and oral form; to analyze and draft ordinances, resolutions, contracts and other legal documents; analyze, investigate, explain and write reports on complex legal matters; maintain cooperative relationships with fellow staff members, other County personnel and the public; travel to locations outside of the regular office to perform necessary legal services.

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