

DEPUTY COUNTY COUNSEL I

DEFINITION:

Under close supervision, to perform the less difficult legal work for the Office of the County Counsel; to provide legal counsel and representation to county departments, boards, and agencies; to make court appearances; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level within the flexible series of Deputy County Counsel. Incumbents work under the supervision and guidance of more senior attorneys. Promotion to the next level within the series is based upon experience and demonstrated ability to perform tasks as assigned, subject to the recommendation of the Department Head and approval by the Director of Personnel.

ESSENTIAL FUNCTIONS:

- Performs basic legal research prepares legal memoranda, reports and opinions of average difficulty.
- Assists in the preparation of contracts, deeds, leases, ordinances, resolutions, and other legal documents for the Board of Supervisors, County departments and agencies.
- Attends depositions, motions, hearings and meetings in routine matters.
- Prepares civil motions and pleadings, prepares.
- Handles minor bench trials and appeals before judicial and administrative tribunals.

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:

Active member of the California State Bar.

Admitted, or eligible for admission, to the United States District Court for Eastern California.

Incumbents must have the ability to travel to remote locations within Kern County for the performance of job duties.

Knowledge of: the principles of California civil law and their practical application; legal research methods; trial and administrative hearing procedures and the rules of evidence;

Ability to: analyze and apply legal principles, statutory law and decisional law to facts presented in legal problems; present law, facts and arguments clearly and logically in written and oral form; and willingness to maintain cooperative and harmonious relationships with fellow staff members, other County personnel, and the public

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