

COUNTY COUNSEL

DEFINITION

To plan, organize, direct, manage, conduct, and review the services of the County Counsel's Office; to serve as legal advisor for the Board of Supervisors, all County departments, special districts, and various boards and commissions, ensuring that decisions are made and policies formulated with an appreciation for possible legal consequences; to represent the County and local government entities in litigation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top level management classification for the position which has responsibility for managing and directing the services of the County Counsel's Office, as well as serving as chief legal advisor for the Board of Supervisors, County departments, and local government agencies.

REPORTS TO

Board of Supervisors

CLASSIFICATIONS SUPERVISED

Deputy County Counsel I, II, III, Assistant County Counsel; Administrative Support

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs, conducts, and manages the services of the County Counsel's Office; develops and implements Office goals, objectives, and priorities; develops and administers the Office budget; provides supervision, training, and work evaluation for Office staff; formulates Office procedures and policies; serves as the primary civil legal officer for the County, providing advice and opinions on matters of law; provides legal services and advice to special districts and boards and commissions; coordinates with a variety of State and Federal agencies, as necessary; prepares, or oversees the preparation of County contracts, conveyances, and documents; conducts and/or oversees litigation for the County and local government entities; coordinates litigation with other legal representatives used for special cases and purposes; assists and advises the Board of Supervisors, all departments, and other public entity clients regarding labor relations and employee discipline; represents the County in disciplinary hearings; oversees the preparation of and/or drafts ordinances, resolutions, and other legislative documents for the County Board of Supervisors and other public entities; develops and prepares reports for local government entities, apprising them of the effect of proposed and/ or newly enacted legislation; prepares and conducts educational seminars for clients; advises the Grand Jury on civil matters; represents the County at conferences with community organizations and citizens; assists the County Clerk with reviewing conflict of interest documents and codes; makes decisions concerning the advisability of pursuing, compromising, or dismissing civil litigation; prepares complaints, answers, and briefs for court cases, representing the County and local government entities in court; maintains communications and coordination with government officials, the courts, other government agencies, and professional groups.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, dictating equipment, calculator, copiers, and facsimile.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; occasionally works outside; continuous contact with the public and other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of Civil, Constitutional, Juvenile, Labor, Land Use, and Administrative Law.

California codes and statutes applicable to the functions and services of government agencies.

Judicial procedures and rules of evidence.

Legal research methods.

Computer legal research capabilities.

Budget development and control.

Principles of project planning, development, coordination, and direction.

Principles of public administration, management, staff supervision, employee training, and work evaluation.

Ability to:

Plan, organize, manage, and coordinate the functions of the County Counsel Office.

Provide supervision, training, and work evaluation for assigned staff.

Develop and administer the Office budget.

Perform the most complex professional civil legal work, writing and legal research.

Analyze facts and apply legal precedents and principles to civil cases.

Prepare and present cases at all levels of the court system.

Direct the preparation of legal cases.

Operate a computer and use appropriate software in the performance of professional legal work.

Make effective oral and written presentations.

Effectively represent the County Counsel's Office in responding to inquiries, providing assistance, and dealing with county departments, boards and commissions, community organizations, and other government agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of broad and extensive professional civil legal experience, including experience in providing legal services for a government agency and two (2) years in a supervisory or management capacity.

Special Requirements:

Possession of, or ability to obtain, a current and valid California Driver=s License.

Current membership in the State Bar of California.

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