



SENIOR ASSISTANT COUNTY COUNSEL

DEPARTMENT: Office of the County Counsel

CLASS CHARACTERISTICS*:

Senior Assistant: This single position classification is responsible for assisting the County Counsel with administering the ongoing activities of the County Counsel's Office. The incumbent serves at the pleasure of the appointing authority and assists in accomplishing departmental goals and objectives within general policy guidelines. The incumbent also provides professional legal services and advice to the Board of Supervisors, County departments, special districts and commissions on civil and administrative legal matters. This position is distinguished from the Assistant County Counsel position by playing a larger role in supervision and management of the other office personnel (including supervision of the Assistant County Counsel), development and administration of the budget, directing department operations, and by serving as second-in-command to the county counsel and primary acting county counsel in the county counsel's absence.

LEVEL OF RESPONSIBILITY AND SCOPE:

Receives administrative direction from the County Counsel. May exercise direct supervision over professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

Analyzes and resolves complex legal issues associated with County government and its operations.

Identifies with the County Counsel the direction and goals of the Office.

Plans and participates in the general planning for the Office.

Implements directions and policies established by County Counsel.

Develops strategies/plans to accomplish specific goals.

Organizes the deputies' duties to align with established goals.

Manages the work and develops performance standards for deputies.

Assigns, directs, and reviews the work of attorneys assigned under his/her direction.

Consults with high level County officials on significant/complex litigation, legal/administrative problems; and advises and provides recommendations in association with legal implications in the development/implementation of policy.

Advises and assists in training deputies in law, research, and litigation techniques.

Acts in the absence of County Counsel or at his/her direction.

Represents County Counsel at various meetings of boards and commissions within the County.

Prepares, maintains, and implements policies and procedures in the Office of County Counsel to ensure compliance and consistency with legal mandates, laws, and guidelines as well as the directives of the Board of Supervisors and the County Counsel.

Recommends and participates in the appointment of departmental personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as requested; maintains employee morale and high standards necessary for the efficient and professional operation of the County Counsel's Office.

Identifies operational and administrative issues and/or problems; works with staff in the formulation of effective prompt solutions; oversees, coordinates, and monitors the implementation of new and/or modified processes, systems, and/or procedures as necessary and as approved.

Represents the County Counsel and his/her Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Directs, monitors, and oversees the development of the County Counsel's annual budget; provides oversight and direction in the on-going administration of the budget's revenue and expenditure transactions, recordkeeping, and fiscal reporting.

All members of the County Counsel's Office work on day-to-day matters as they arise, which include but are not limited to the following:

- Timely reviews and analyzes Legal Requests [Pink Sheets] that present a myriad of issues many of which following review will be included on the weekly posted Agenda to go before the Board of Supervisors at public meetings.
- Provides advice on the Brown Act in advance of and during public meetings.
- Participates in the review, research and preparation of a variety of contracts and agreements; oversees and offers legal opinions on assigned contracts and agreements to ensure on-going compliance and adherence to contractual obligations.
- Analyzes, appraises and organizes facts, evidence and precedents and presents such material orally and -in writing in a clear and logical form.

- Directs, coordinates, monitors, and participates in the legal research and writing of opinions, legal briefs, petitions, ordinances, resolutions, court orders, contracts, Board Orders and/or related correspondence and documents to support and best serve the interests of the County, its departments, and its citizens.
- Researches and prepares technical and administrative reports.
- Defends the County and other designated governmental agencies in litigation proceedings; participates in and coordinates the preparation and trials of significant cases in federal, state, or local courts.
- Prepares written correspondence and assists in assembling and responding to Public Record Act Requests.
- Analyzes complex problems quickly and objectively, evaluates alternatives, makes sound recommendations, and successfully implements effective solutions.
- Analyzes work papers, reports and special projects; identifies and interprets technical and numerical information on a variety of issues; observes and problem solves operational and technical policies and procedures; and explains relevant policies, procedures and matters of law to County officers, employees, outside counsel and the general public.
- Communicates clearly and concisely, both orally and in writing.
- Operates and utilizes a variety of office equipment including computer hardware, software, and peripheral equipment at a sufficient level for successful job performance.
- Works with various cultural and ethnic groups in a tactful and effective manner.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING:

Senior Assistant:

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

Experience:

At least [seven \(7\)](#) years of progressively responsible practice of law within the state of California to include at least five (5) years of such practice performing progressively responsible duties in the representation of public entities or comparable legal experience in the private sector.

Training:

Graduation from a recognized law school, or the completion of an equivalent program certified by the California State Bar.

LICENSE OR CERTIFICATE:

Active membership in good standing with the California State Bar Association.

Admission to practice before state and federal courts.

A valid Class C California driver's license and an insurance certificate proving adequate vehicle insurance.

REQUIRED KNOWLEDGE:

Court proceedings, discovery techniques, jury selection, settlement practices and other matters related to trial and appellate practice.

Rules of practice in California and federal trial and appellate courts, and quasi-judicial bodies.

Federal, state, and local statutory, regulatory, administrative and case law applicable to local jurisdictions.

Substantive and procedural law applicable to juvenile dependency matters.

Principles of personnel management and supervision.

The Brown Act, the Conflict of Interest Laws and other laws relevant to County operations.

Contemporary trends and practices of County Counsel Office operations

REQUIRED SKILLS AND ABILITIES:

Demonstrated ability to perform skills required by the Essential Job Functions.

Ability and willingness to perform the basic day-to-day work required in a small office, as well as manage.

Ability to quickly research legal questions, apply law to facts and issue a legally defensible opinion.

Ability to manage the overall litigation activities of the County: prepare, present, and conduct complex lawsuits, cases and appeals in an effective manner.

Ability to maintain and take appropriate steps to preserve confidentiality.

Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.

Demonstrated ability to supervise others.

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LEADERSHIP COMPETENCIES

- Initiative
- Problem Solving
- Results Oriented
- Organizational Acumen
- Development of Others
- Interpersonal Relationships