

COUNTY OF SOLANO
DEPUTY COUNTY COUNSEL III

DEFINITION

Performs difficult or complex legal work in the office of the County Counsel; prepares and presents complex or sensitive cases in court and before administrative bodies; provides civil legal services to assigned departments, commissions, school districts, special districts or other public agencies.

CLASS CHARACTERISTICS

This is an experienced professional level in the Deputy County Counsel series responsible for handling a full range of civil legal matters involving advising County departments and officials and preparing and presenting difficult or unusual civil litigation in court and before administrative bodies. This class is distinguished from Deputy County Counsel IV in that the latter is responsible for more complex and specialized legal activity.

SUPERVISION RECEIVED AND EXERCISED

Works under general direction from the County Counsel.

May provide legal mentoring to less experienced attorneys and technical and functional supervision to clerical and technical level staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Conducts legal work of average difficulty and addresses sensitive legal issues relating to civil cases brought before the County; assembles and evaluates evidence and secures and interviews witnesses; independently presents difficult, complex and important cases before courts, boards, commissions and other bodies.

Prepares and represents special districts and school districts in complicated administrative board and quasi-judicial proceedings; assists in the analysis and drafting of legislative measures, ordinances and other regulations.

Provides advice, opinions and consultative assistance to management representatives of client departments and agencies on civil legal matters; provides information regarding services and procedures of the Office of County Counsel; evaluates merits and consequences of legal issues and claims.

Coordinates and negotiates with representatives and attorneys of various agencies, businesses, districts, individuals, commissions, departments and municipalities regarding civil litigation.

Prepares and writes leases, deeds, liens on real property, release of liens, sales agreements, ordinances, resolutions, legislation, motions, writs, trial briefs, pleadings, petitions, correspondence and similar documents.

Prepares for trials, hearings and meetings; researches civil, constitutional, administrative and applicable criminal law and procedures for presentation on all subjects which may affect assigned departments or agencies; represents clients in administrative hearings, trials and appeals in proceedings which may involve sophisticated issues of law and fact; remains current with civil, constitutional, administrative, and applicable criminal laws and procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of civil, constitutional, and administrative law and procedure, particularly as it relates to county government, and other public agency law.

Judicial procedures and rules of evidence of state and federal courts.

The principles, methods, materials, and practices of legal research.

Department goals and operations.

The functions and missions of assigned clients.

Public speaking techniques.

Skills to:

Use basic office equipment including personal computers.

Ability to:

Research case law, regulations, procedures and/or technical reference materials; understand, interpret and explain laws, regulations and policies; collect data to draw logical conclusions and make appropriate recommendations.

Analyze facts, conduct thorough investigations; develop strategies.

Draft legal documents.

Speak and write clearly and concisely; make effective written and verbal legal arguments and presentations; prepare a wide variety of legal documents.

Establish and maintain cooperative working relationships; work effectively with the elected and appointed officials, County staff, court personnel, other agency representatives, the public, and the media; work effectively with others who have objectives counter to assigned role.

Communicate effectively both verbally and writing.

Project consequences of decisions; prepare and present cases in court and at hearings; present statements of law clearly and logically in both written and verbal form; demonstrate tact, patience and diplomacy.

QUALIFICATION GUIDELINES

Experience and Education/Training

Experience:

A minimum of one year of experience as a Deputy County Counsel II or its equivalent. Four years of experience in the general practice of law may be substituted for two years of County Counsel experience.

Education/Training:

A Juris Doctorate from an accredited law school or other equivalent legal education approved by the California State Bar.

SPECIAL REQUIREMENTS

Active membership in the California State Bar Association is required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

Incumbents may be required to work outside normal business hours.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.



Director of Human Resources

Established Date: December 1993

Revised Date: February 2003

BOS Date: June 30, 2003