

ASSISTANT COUNTY COUNSEL

DEFINITION

Under administrative direction, assist in planning, organizing and managing the County Counsel's office; directs and supervises the work of the office; performs highly complex and difficult legal work; provides legal counsel to County of Plumas and its various subdivisions; performs litigation; acts for the County Counsel in his/her absence; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the senior advanced journey level in the Deputy County Counsel class series and 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 matters. As the Assistant County Counsel, this position provides supervision and management of the other office personnel, including supervision of the Deputy County Counsel; develops and administration of the department 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.

REPORTS TO

County Counsel

CLASSIFICATIONS DIRECTLY SUPERVISED

Exercises direct supervision over Deputy County Counsel I/II/III, technical, and clerical personnel.

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EXAMPLES OF DUTIES

- Assist County Counsel in planning, organizing and directing the work of the County Counsel's office. Identifies with the County Counsel the direction and goals of the Office.
- Acts in the absence of County Counsel or at his/her discretion.
- 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.
- 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.
- Implements directions and policies established by County Counsel.
- Assigns, directs, and reviews the work of deputies assigned under his/her direction.
- Advises and assists in training deputies in law, research, and litigation techniques.
- Represents the County Counsel in meetings of boards, commissions, or other County agencies, local, state, and federal agencies and the public providing oral and written legal advice and counsel.
- Confers with and advises officers of County Departments and representatives of special districts on questions pertaining to their respective powers, duties, functions, and obligations.
- Represents the County and other agencies in court and administrative proceedings.
- Performs legal work for the County in pre-trail and settlement conferences.
- Acts as legal advisor to County officials on complex legal issues.
- Monitors legal developments including legislation and court decisions related to public agency law and activities and evaluates their impact upon County operations.
- Researches and interprets laws, court decisions and other legal authorities.
- Prepares legal opinions and briefs; drafts ordinances, leases, resolutions and other legal instruments.
- Reviews legal documents, briefs, pleadings, legal opinions, contracts, Memorandums of Understanding (MOU), leases, ordinances and other legal instruments.
- Prosecutes legal action on behalf of, and defends actions against, the County and its subdivisions before courts of origin, appellate courts, and various administrative bodies.
- May have on-going responsibility for serving as legal advisor to a specific County Board or Commission such as LAFCO or the Planning Commission.
- Develops and maintains professional relationships.
- Performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff and the

public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of Criminal, Constitutional, Civil and Administrative Law.
- California codes and statutes applicable to criminal and civil law.
- Court Proceedings, discovery techniques, jury selection, settlement practices and other matters related to trial and appellate.
- Judicial procedures and the rules of evidence.
- Federal, state, and local statutory, regulatory, administrative and case law applicable to local jurisdictions.
- The Brown Act, the Conflict of Interest Laws and other laws relevant to County operations.
- Computers and software used in professional legal work.
- Plumas County and department policies, rules and regulations.
- Budget development and control.
- Principles of personnel management and supervision.
- Proper English usage, spelling, grammar and punctuation.
- Contemporary trends and practices of County Counsel Office operations.
- Legal research methods.

Ability to:

- Perform the more complex professional legal and legal research work.
- Plan, organize, direct, and review the work of assigned staff.
- Analyze facts and apply legal principles and precedents to specific local government problems.
- Perform complex legal research, analyzing multi-faceted problems, evaluating alternatives and making sound recommendations.
- Prepare clear, concise and complete legal documentation and reports, correspondence and other written materials.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities and meet critical time deadlines.
- Interpret, explain and apply County Personnel Rules, policies and MOUs.
- Effectively represent the County Counsel's Office with the public, courts, law enforcement agencies and other government jurisdictions.
- Maintain significant flexibility in daily operations and decision making.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Work with considerable independence and initiative while exercising good judgement in

recognizing scope of authority.

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Ability to continued:

- Use tact, initiative, prudence and independent judgement within general policy procedural and legal guidelines.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Deal tactfully and courteously with the public, representatives of other agencies, and other County staff.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Ability to maintain and take appropriate steps to preserve confidentiality.

TRAINING AND EXPERIENCE

Experience:

Three (3) years of increasingly responsible experience with a public agency civil or administrative law at a level comparable to an Assistant County Counsel,

OR

Five (5) years of progressively responsible experience as an attorney in a county counsel's office, city attorney's office, or other civil public law office, two (2) years of which must have involved the supervision of legal staff.

Experience in contracts, land use, planning, labor and /or employment law are highly desirable.

Education:

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

Special Requirements:

- Active membership in good standing with the California State Bar Association is required.
- Admission to practice before state and federal courts.
- Possession of a valid California Driver's License issued by the Department of Motor Vehicles and an insurance certificate proving adequate vehicle insurance. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.
