

**COUNTY COUNSEL**

**DEFINITION**

Subject to confirmation and confidence of the County Board of Supervisors; to serve as the chief legal advisor on civil matters to all County officers, agencies, and departments; to represent the County, its officers and employees, in the defense and prosecution of all civil litigation, excluding personal injury, other large damage actions, and workers' compensation cases; to serve as legal advisor to the Superior Courts, LAFCO, Grand Jury and to all special districts for which the Board of Supervisors is governing body; to draft and/or review for legal sufficiency all contracts, leases, ordinances, and resolutions before adoption by the Board of Supervisors; to provide statutory interpretations and issue legal opinions in response to requests from the County and other clients; to identify and predict legal trends; to assist with program planning; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a Department Head position with general responsibility for the administration of a major area of County Government under the direction of the Board of Supervisors.

**REPORTS TO**

Board of Supervisors

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Assistant County Counsel, Deputy County Counsel I, II, III, Paralegal I, II, and III

## **COUNTY COUNSEL - 2**

### **EXAMPLES OF DUTIES**

- Attends meetings of the Board of Supervisors.
- Receives special assignments from the Board.
- Renders legal opinions in writing and orally in response to requests from County officers and department heads.
- Drafts contracts, leases, deeds, ordinances, resolutions and other legal instruments for the Board of Supervisors, departments, and special districts of the County.
- Prosecutes legal actions on behalf of, and defends actions against, the County and its subdivisions before courts of origin, appellate courts, and various administrative bodies.
- Serves as legal advisor and attends meetings of Boards and Commissions.
- Plans, organizes, manages, directs, and oversees the personnel management functions of the County Counsel's office, including selection, training, evaluation, and development of staff.
- Oversees preparation of the Department budget, justification of proposed budget changes, and expenditure controls.
- Counsels Department staff as warranted by problems and circumstances.
- Participates in County-wide personnel issues.
- Oversees the planning and evaluation of Department legal services.
- Performs a broad range of administrative and management duties.

### **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.

## COUNTY COUNSEL - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- California and federal statutes and cases and their application to governmental jurisdictions.
- The principles of Civil, Constitutional, and Administrative Law.
- Legal research methods.
- Principles, techniques, and practices of effective business administration.
- Budget development and expenditure control.
- Public personnel management and employer-employee relations.
- Public administration.
- Principles of supervision, training, and staff evaluation.

#### Ability to:

- Plan, organize, direct, manage, and coordinate the legal services and functions of the County Counsel's Office.
- Supervise, train, and evaluate the work of Department staff.
- Review the work of Department staff and resolve problems.
- Analyze facts and apply legal principles and precedents to specific local government problems.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Develop a budget and control expenditures.
- Be responsible for the development, maintenance, and preparation of Department statistics, records, and reports.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

#### Training and Experience

Qualifications needed for this position:

Broad and extensive professional legal experience in civil work, preferably including experience in working with the legal problems of a government jurisdiction. Two (2) years of the background and experience should have been in a management or full supervisory capacity.

**Special Requirements:** Active membership in the State Bar of California. Possession of and maintained throughout employment, a valid California Driver's License issued by the Department of Motor Vehicles.

*Last Revised: 11/95*