

COUNTY OF SOLANO

DEPUTY COUNTY COUNSEL II

DEFINITION

Provides a full range of legal services to assigned departments, commissions, school districts, special districts or other public agencies; represents the County in proceedings before courts, boards, arbitrators, and other administrative agencies; provides legal advice to County departments, staff, boards and commissions.

CLASS CHARACTERISTICS

This is the fully qualified professional level in the Deputy County Counsel series. Positions in this class are expected to exercise judgment and initiative. Incumbents are responsible for handling civil legal matters with consultative supervision. Employees are expected to become fully aware of the operating procedures and policies of the office. This class is distinguished from that of Deputy County Counsel III in that the latter is responsible for more difficult or complex legal work.

SUPERVISION RECEIVED AND EXERCISED

Works under general direction from the County Counsel.

May provides 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 and addresses sensitive legal issues relating to civil cases brought before the County; assembles and evaluates evidence and secures and interviews witnesses; independently presents 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 general legal advice to districts.

Provides advice, opinions, training and consultative assistance to management representatives of client departments, boards, commissions, and other agencies on various legal matters; provides information regarding services and procedures of the Office of County Counsel.

Coordinates and negotiates with representatives of various agencies, businesses, districts, commissions, departments and municipalities regarding civil litigation and various other legal matters.

Researches, prepares and writes leases, deeds, liens on real property, release of liens, sales agreements, ordinances, resolutions, legislation, motions, writs, trial briefs, pleadings, correspondence, contracts, opinions, board agenda items 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; maintains currency with civil and criminal laws and procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge 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.

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 federal, state and local laws, regulations and policies; collect data to draw logical conclusions and make appropriate recommendations.

Analyze facts, conduct thorough investigations; develop strategies.

Meet deadlines.

Draft legal documents.

Communicate effectively both verbally and writing; 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 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.

Provide a high degree of customer service to departments.

Project consequences of decisions; provide sound legal advice to clients; 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 six months of experience as a Deputy County Counsel I or its equivalent. One year of experience in the general practice of law may be substituted for the 6 months 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