

## CLASS SPECIFICATION



**CLASS:** Chief Deputy County Counsel  
**ALLOCATION:** Office of County Counsel  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Management - Unrepresented

**ESTABLISHED:** Circa 1990  
**REVISED:** October 2018

### **JOB SUMMARY:**

Under general direction, assist in planning, organization and oversight of department-wide services; assign and direct the work of subordinate personnel; may act for the County Counsel during periods of absence; may carry a workload that involves complex and sensitive transactions, legal cases or issues; and perform other duties as assigned.

### **CLASS CHARACTERISTICS:**

This single executive management level classification is second-in-command of the office of the County Counsel. The incumbent may be delegated responsibilities for the overall administration and management of the department. As a result, the incumbent uses considerable independent judgment and discretion in department administration and management. This position reports to the County Counsel.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Management Responsibilities:**

- Provide supervision and training for subordinate legal personnel with respect to both litigation and office legal practice; train subordinate legal and administrative office support staff in effective methods of handling client problems and interacting with the public.
- Monitor, supervise and coordinate the work of the Deputy County Counsels and support staff as directed by the County Counsel; and review the various legal, specialized, and supportive sections of the department.
- Plan, organize, assign, train, review and evaluate the activities of professional attorneys, technical, and administrative support directly; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- May establish goals and objectives for the divisions of the department and individual employees within the department.
- Assist the County Counsel in hiring, planning, coordinating, assigning and evaluating the work of subordinate professional, technical, and administrative support staff.
- Assist in the preparation and administration of the annual office budget to the County Administrator and may participate in its presentation to the Board of Supervisors.
- Direct maintenance of office fiscal and personnel records.

#### **Legal Responsibilities:**

- Meet with and advises the Board of Supervisors, County Administrator, and other County boards and commissions, and boards of directors of special districts with respect to both legal advice and representation.
- Direct complex and controversial cases; provide technical expertise and work direction to other attorneys as assigned.
- Represent clients in state and federal court and before administrative tribunals.
- Represent clients in appellate matters before the state and federal courts.
- Research, interpret and apply laws, court decision, statutes, ordinances and other legal authorities for use in the preparation of legal opinions and briefs; prepare complex legal reports, opinions, briefs and appeals.
- Prepare pleadings and other papers in connection with difficult trials, hearings and other legal proceedings; perform research, investigation and detailed legal preparation for the trial or defense of the County in cases involving condemnation, damage or other civil suits; and prepare formal written ordinances, resolutions, contracts, leases, conveyances and other legal documents.
- Review legal actions filed against County Counsel clients to determine appropriate response and respond as appropriate.
- May appear before various civic, professional, education, and business groups, and appropriate committees of Congress, legislature and federal and state regulatory agencies for purposes of either representing the Office of the County Counsel or representing clients of the office of the County Counsel.

**Important:**

- Act on behalf of the County Counsel in his/her absence.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform general administrative work as required, including conducting and attending meetings, preparing correspondence, and reviewing mail and literature.
- May drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Interpretation and application of the law as it relates to a general law county government.
- Principles and application of civil law.
- Research methods and judicial procedures.
- Statutory and constitutional laws of the United States of America and the State of California.
- Trial and hearing procedures and of rules of evidence.
- Modern public human resources and finance administration.
- Effective supervisory techniques.

**Skill in:**

- Analyzing and presenting legal considerations related to the policies, programs and operations of the County.
- Explaining complex principles to County officers in simple, concise, written and oral form.
- Researching, analyzing and applying legal principles, facts, evidence and precedence to complex legal problems.
- Consistently preparing and presenting statements of law, fact and argument clearly, logically and persuasively in written and oral form, including the most complex legal matters.
- Analyzing and drafting ordinances and other regulations.

**Ability to:**

- Manage a government law office and to administer the office budget.
- Orient, train, supervise and evaluate subordinate legal and administration support staff.
- Establish and maintain effective relationships with fellow staff members, departmental representatives, County officials, members of advisory and policy-making bodies, legislative representatives, the courts, and the public.
- Understand and accept differences in human behavior and cultural and ethnic backgrounds in the area.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength to lift boxes and files weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical office and court room environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- Active membership (in good standing) in the State Bar of California and remain active with all California Bar Annual requirements.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Attend meetings outside of normal working hours.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Juris Doctorate Degree from an accredited school of law and five years of professional experience in the practice of law in the State of California, including a minimum of three years in the practice of public law.

**PREFERRED:** In addition to the minimum, graduation from an ABA accredited law school and two years of the required experience must be at a level equivalent to the County's class of Deputy County Counsel III and additional years of experience in a lead, supervisory or management capacity within a law office. Experience in land use, planning, probate, child welfare, law enforcement, labor and employment law and/or contracts is desirable.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

County Counsel Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_