

## CLASS SPECIFICATION



<b>CLASS:</b>	County Counsel	<b>ESTABLISHED:</b>	Circa 1990
<b>ALLOCATION:</b>	Office of County Counsel	<b>REVISED:</b>	January 2009
<b>FLSA STATUS:</b>	Exempt		
<b>UNION AFFILIATION:</b>	Department Head (Non-Represented)		

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### **JOB SUMMARY:**

Under administrative direction, serve as principle legal counsel to the County of Yuba; plan, organize, direct and review the functions and activities of the County Counsel's Office including advising County departments and employees on legal issues and representing those departments and employees in litigation; establish, monitor, evaluate, and revise the office's goals, objectives, policies, and procedures; coordinate assigned activities with other County departments and outside agencies; and perform other duties as assigned.

*County Counsel* is an executive administrator level classification. An incumbent in this classification must file statements of economic interest with the Yuba County Clerk/Recorder.

### **CLASS CHARACTERISTICS:**

This classification is appointed by and works at the direction of the Board of Supervisors. Responsibilities include the development of departmental policies, long-range plans, procedures, budget preparation, and personnel administration. The incumbent directs the efforts of professional, technical, and administrative office staff and administers the department's program of providing legal advice and representation to the Board of Supervisors, County Departments, commissions, and special districts within the County.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Serves as the principal legal advisor on civil matters to the County of Yuba, including the Board of Supervisors, County Administrative Officer, and County departments on legal matters, as well as questions pertaining to their respective powers, duties, functions, and obligations.
- Attends weekly meetings of the Board of Supervisors and participates in policy and planning sessions; renders legal advice to the Board on a variety of complex matters at such meetings; represents the County, its officers and employees, in the defense and prosecution of all civil litigation; makes decisions concerning advisability to prosecute, compromise, or to dismiss civil litigation; recommends the hiring of private legal counsel as appropriate; represents the County before the Legislature as directed by the Board of Supervisors.
- Plans, organizes, directs, and reviews the activities and operations of the County Counsel's Office; develops, plans and implements department goals, objectives, policies, procedures and work standards; conducts or directs the conduct of periodic review of departmental policies, procedures and practices.
- Selects, directs, supervises, and guides departmental staff by establishing goals, policies and performance standards; conducts periodic evaluations of staff members' performance; counsels staff members regarding their performance and career development consistent with the County's mission and expectations; provides adequate training and professional development opportunities; implements disciplinary action and termination as appropriate.
- Directs the preparation and administration of the department's budget; presents and justifies the budget to the County Administrator; determines service, staffing and equipment needs.
- Consults with and advises other key County management staff regarding County-wide policy issues and participates in the development of standards and programs relating to these policies; consults and cooperates with other department managers on all aspects of legal support; discusses issues, develops alternative strategies for dealing with those issues, and assists in implementation of solutions, as necessary.
- Reviews and performs legal research, and provides oral or written opinions on a variety of complex legal problems; prepares or directs the preparation of opinions, ordinances, resolutions and other legal documents; assists subordinate staff regarding questions of law.
- Monitors County policy to ensure compliance with federal, state, and local legislation.
- Directs staff in the planning, resource allocation, budgeting and record systems in order to meet the

department's diverse responsibilities.

- Analyzes and interprets statutes, ordinances, legislation, court decisions and legal opinions; develops opinions and impartial analysis for valid issues as required; prepares and submits reports and special studies as required.
- Reviews and interprets current legislation and litigation relevant to County services and/or administration; identifies and predicts legal trends.
- Participates in activities of committees especially established for the consideration of legislative and administrative matters affecting County government, County personnel, and relationships with other agencies.

**Important:**

- Performs 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.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Public sector law, California and federal statutory and constitutional law, including the law relating to the authority, responsibilities, and obligations of public officials and administrative boards and agencies; civil and appellate procedures and County ordinances and regulations.
- Organization, duties, powers, limitations, and authority of County governments and the County Counsel's Office.
- All aspects of legal administration, including appropriate methods, procedures, and technical expertise; principles, methods, materials, and practices of legal research.
- County administrative law and the provisions of law and rules of procedure governing the conduct of meetings and hearing before the public.
- Trial and hearing procedures and rules of evidence.
- Judicial principles and protocols for the evidentiary gathering of information, documents, financial reports and other data that may be used in court and legal hearings.
- Legal principles and practices, including civil, criminal, constitutional, administrative, land use, labor, public contract and government law and procedure.
- Principles of administration, including budget preparation, personnel and office management.
- Principles of supervision, resource allocations, planning, training and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operation needs.
- Modern office practices and technology, including the use of computers; techniques for reports and legal documentation preparation; correct English usage, spelling, grammar and punctuation.

**Skill in:**

- Representing the County under a variety of circumstances (e.g. in hearings and courts of law) and preparing and effectively delivering oral presentations to small and large groups.
- Selecting, organizing, assigning, supervising, training, and evaluating the work of professional, technical and administrative office support staff.
- Establishing and evaluating policies, procedures, and controls.
- Analyzing and evaluating statistical data and reports.
- Effectively and persuasively communicating both orally and in writing.
- Establishing and maintaining effective work relationships with those contacted in the performance of required duties.
- Identifying existing or potential problems, securing relevant information from a variety of sources, and determining probable cause and effect for appropriate solutions.
- Reacting professionally at all times; dealing with sensitive, political or controversial situations with tact and diplomacy.
- Maintaining records and preparing required reports.

**Ability to:**

- Understand, interpret, apply, and explain County policies and state and federal legislation.
- Successfully develop, control, and monitor the department's budget and expenditures.
- Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program.
- Analyze, appraise and organize facts, evidence and precedents and present such material orally or in writing in clear and logical form.
- Analyze and appraise a variety of legal documents and instruments.
- Organize, interpret and apply legal principles and knowledge to complex legal problems.
- Represent the County effectively in meetings and make formal presentations to various groups.
- Reason both deductively and inductively.
- Employ non-competitive, active listening skills.
- Learn the County's operations and organizational structure.

**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.

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.
- Attend meetings outside normal business working hours.

**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:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.
- Active membership (in good standing) in the State Bar of California.

**Education and Experience:**

**MINIMUM:** Juris Doctorate Degree from an accredited school of law; and the equivalent of five years of increasingly responsible experience practicing law which includes at least three years of experience practicing public law and at least one year of supervisory experience.

**PREFERRED:** In addition to the minimum, additional years of extensive experience practicing public and/or civil law and/or office management experience.

**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.**

Dept Approval:  
Date:

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

Personnel Approval: Cindy Clark  
Date: 1/22/09

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