

COUNTY OF SOLANO
DEPUTY COUNTY COUNSEL I

Est. 12/93
CSC Exempt

DEFINITION

Under direction, provides civil legal services to assigned departments, commissions, school districts, special districts or agencies; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification for the Deputy County Counsel series. Incumbents are responsible for learning office procedures and policies, and handling routine civil litigation matters which do not require prior experience. Incumbents work with progressively less supervision as knowledge and experience are gained. This class is distinguished from Deputy County Counsel II in that the latter is more experienced.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Assists experienced attorneys in providing legal advice and opinions to department heads, special districts, school districts, Solano Community College, Grand Jury, Board of Supervisors and commissions.

Prepares and represents school districts and other districts in complicated administrative board and quasi-judicial proceedings; assists in the analysis and drafting of legislative measures, ordinances and other regulations.

Provides advice, opinions and consultive assistance to management representatives of client departments and agencies on civil legal matters; provides information regarding services and procedures of the Office of County Counsel.

Assists in coordinating and negotiating with representatives of various agencies, businesses, districts, commissions, departments and municipalities regarding civil litigation.

Prepares and writes leases, deeds, liens on real property, release of liens, sales agreements, ordinances, resolutions, legislation, motions, writs, trial briefs, pleadings, correspondence and similar documents.

Prepares for trials, hearings and meetings; researches a variety of civil law and procedures for presentation, usually in concert with a more experienced attorney.

Maintains currency with civil laws and procedures.

QUALIFICATION GUIDLINES

Education and/or Experience

No experience required; however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

Knowledge/ Abilities

Some knowledge of civil laws, principles and procedures; and jurisdiction of local, state and federal courts; department goals and operations; the functions and missions of assigned clients and public speaking techniques.

Ability to research law; analyze facts; develop strategies; draft legal documents; conduct thorough investigations; speak and write clearly and concisely; make effective written and verbal legal arguments and presentations; learn to work effectively with the media, general public, court personnel, representatives from other agencies; work effectively with others who have objectives counter to assigned role; communicate effectively both verbally and writing; establish and maintain cooperative working relationships; conduct detailed legal research; understand, interpret and learn County laws, regulations and policies; make decisions and independent judgments; project consequences of decisions; collect data to draw logical conclusions and make appropriate recommendations; research case law, regulations, procedures and/or technical reference materials; prepare a wide variety of legal documents; learn to 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.

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.

SUPPLEMENTAL INFORMATION (Continued)

Positions allocated to this class are exempt from the provision of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

Incumbents of the class should demonstrate necessary knowledge and abilities to be promoted to Deputy County Counsel II within 24 months of appointment.

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.

Director of Human Resources