

## COUNTY OF SOLANO

### ASSISTANT COUNTY COUNSEL

#### DEFINITION

Under administrative direction, plans, organizes and directs daily operations within the County Counsel's Office; serves as a member of both the County's and the department's management team.

#### CLASS CHARACTERISTICS

This is a single position class which describes the Assistant Department Head of the County Counsel's Office. The class is characterized by the combination of management duties and responsibilities coupled with the performance of supervisory duties and as required, the practice of law including, litigation of highly complex and/or controversial administrative and civil matters which may have a substantial impact on the organization.

#### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists the Department Head in the planning, organizing and directing the operations of the County Counsel's Office; acts on behalf of the Department Head in the latter's absence; assists in developing departmental goals and objectives; assists in planning, preparing, justifying and presenting the departmental budget and in controlling expenditures.
2. Supervises professional, paraprofessional and support staff; communicates departmental goals and objectives and guides staff toward accomplishment of such; maintains currency with civil law and procedure and provides advice and guidance to staff imparting knowledge of case law and legislative action.
3. Provides legal advice and opinions, or ensures their provision to Department Heads, special districts, school districts, Solano Community College, Grand Jury, Board of Supervisors and commissions.
4. Supervises the preparation and development of leases, deeds, liens on real property, release of liens, sales agreements, ordinances, resolutions, legislation and motions; writes trial briefs, correspondence and similar documents and/or directs these activities.

**EXAMPLES OF DUTIES (Continued)**

5. Prepares for trials, hearings and meetings; researches a variety of civil laws and procedures for presentation; represents clients in trials and hearings.

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

7. May attend community meetings to provide information regarding civil laws, procedures and services provided by the County Counsel's Office.

8. May be assigned other managerial/administrative/supervisory duties as required.

**QUALIFICATION GUIDELINES**

**EDUCATION AND/OR EXPERIENCE**

Progressively responsible experience in civil litigation with some supervisory experience which demonstrates possession of and competency in requisite knowledge and abilities.

**KNOWLEDGE/ABILITIES**

Extensive knowledge of administrative and civil laws, principles and procedures; procedures and jurisdiction of administrative hearing bodies, as well as local, state and federal trial and appellate courts; department goals and operations; the functions and missions of the department's clients.

Thorough knowledge of public management, budgeting and personnel practices; supervisory practices and public speaking techniques.

Ability to plan, organize and direct department operations; develop, communicate and realize goals and objectives; assign, prioritize and evaluate work; provide proper training for staff; keep abreast of changes in administrative and civil law; estimate costs and control expenditures; apply work simplification techniques to improve efficiency and productivity; research law; analyze facts and develop strategies; draft legal documents; conduct thorough investigations; speak and write clearly and concisely; make effective verbal and written legal arguments and presentations; anticipate consequences of decisions; work effectively with the media, general public, representatives from various agencies, other departmental and County staff, judges and other attorneys.

**SPECIAL REQUIREMENTS**

Incumbents are required to obtain membership in the State Bar Association.

Possession of or ability to obtain a valid Class III California driver's license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel is 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.