

COUNTY OF SOLANO
DEPUTY COUNTY COUNSEL IV

Est. 12/93
CSC Exempt

DEFINITION

Under general direction to conduct the most complex and sensitive civil cases in the office of County Counsel; provides civil legal services to assigned departments, commissions, school districts, special districts or other public agencies; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced professional level Attorney in the Deputy County Counsel series responsible for the most complex and specialized legal activity in their assigned area. This class is distinguished from Deputy County Counsel V in that the latter is responsible for leading and directing attorneys within a division.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Conducts complex 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 difficult, complex and important cases before courts, boards, commissions and other bodies.
2. 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.
3. 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.
4. Coordinates and negotiates with representatives of various agencies, businesses, districts, commissions, departments and municipalities regarding civil litigation.
5. 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.

EXAMPLES OF DUTIES (Continued)

6. Prepares for trials, hearings and meetings; researches a variety of civil 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 laws and procedures.

QUALIFICATION GUIDELINES

Education and/or Experience

A minimum of one year of experience as a Deputy County Counsel III or its equivalent which demonstrates possession of and competency in requisite knowledge and abilities. Five years of experience in the general practice of law may be substituted for the three years of County Counsel experience.

Knowledge/Abilities

Thorough knowledge of civil laws, principles and procedures; 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; 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 explain 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; 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.

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.

Thomas A. Ordine 12/18/93
Department Head Date

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