

COUNTY OF SOLANO

DEPUTY COUNTY COUNSEL V

DEFINITION

Organizes and leads the work of others and provides civil legal services to assigned departments, commissions, school districts, special districts and other public agencies; performs related duties as required; participates as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

Positions allocated to this class are characterized by the responsibility to lead others or perform difficult assignments involving complex factual and legal issues. Assignments may include primary operational responsibility for a team of attorneys with the County Counsel's Office. This class is distinguished from Assistant County Counsel in that the latter is responsible for the day-to-day operation of the County Counsel Office.

SUPERVISION RECEIVED AND EXERCISED

Works under general direction from the County Counsel.

Provides supervision to clerical, technical and professional staff.

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

Assigns and leads the work of subordinate attorneys in the preparation, presentation and, if necessary, the appeal of civil and criminal cases; advises and counsels attorneys on available options or strategies to accomplish assigned tasks; supervises assigned support staff.

Checks questions of law and counsels attorneys on strategy; reviews, assigns and evaluates disposition of difficult and politically sensitive cases.

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

Coordinates and negotiates 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 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.

Sits with various Boards and Commissions as Counsel during open meetings.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Civil and criminal laws, principles and procedures.

Procedures and jurisdiction of local, state and federal courts.

Department goals and operations.

The functions and missions of assigned clients.

Public speaking techniques.

Skills to:

Utilize basic office equipment including personal computers.

Ability to:

Research case law, regulations, procedures and/or technical reference materials; understand, interpret and explain laws, regulations and policies; collect data to draw logical conclusions and make appropriate recommendations.

Analyze facts, conduct thorough investigations; develop strategies.

Draft legal documents.

Speak and write clearly and concisely; make effective written and verbal legal arguments and presentations; prepare a wide variety of legal documents.

Establish and maintain cooperative working relationships; 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.

Project consequences of decisions; 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.

QUALIFICATION GUIDELINES

Experience and Education/Training

Experience:

A minimum of one year of experience as a Deputy County Counsel IV or its equivalent. Seven years of experience in the general practice of law may be substituted for the four years of County Counsel experience.

Education/Training:

A Juris Doctorate from an accredited law school.

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.

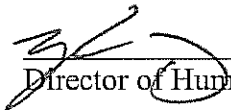
Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.



Director of Human Resources

Established Date: December 1993

Revised Date: February 2003

BOS Date: June 30, 2003