

**DEPUTY COUNTY COUNSEL I
DEPUTY COUNTY COUNSEL II
ASSISTANT COUNTY COUNSEL
(Series Specification)**

DEFINITION

Under the general supervision of the County Counsel, to provide a variety of professional legal services to the County through the County Counsel's Office; to assume responsibility for the department in the absence of the County Counsel; and to do other related work as required. This position serves at the will and pleasure of the County Counsel.

REPORTS TO

County Counsel

EXAMPLES OF DUTIES

All Three Classes:

Researches and writes legal opinions for the Board of Supervisors and County departments; confers with, represents, and advises County officials, boards, commissions, departments, and special districts on legal matters; prepares drafts of contracts, notices, ordinances, resolutions, and other legal documents; prosecutes and defends litigation and other proceedings by and against the County and certain public officials and agencies; prepares and conducts proceedings for the acquisition of lands by condemnation or purchase for local governmental agencies; and assists in preparing the departmental budget. Acts as County Counsel in County Counsel's absence.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed primarily in office and courtroom environments; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Deputy County Counsel I:

- ✓ General knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- ✓ General knowledge of judicial procedures and the rules of evidence.
- ✓ General knowledge of the principles, methods, materials and practices of legal research and writing.

Deputy County Counsel II: All of the above, plus:

- ✓ Increasing knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- ✓ Increasing knowledge of judicial procedures and the rules of evidence.
- ✓ Increasing knowledge of the principles, methods, materials and practices of legal research and writing.

Assistant County Counsel: All of the above, plus:

- ✓ Broader knowledge and mastery of laws governing and affecting County operations.

and

Ability to:

All Three Levels:

- ✓ Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
- ✓ Analyze and appraise a variety of legal documents and instruments.
- ✓ Draft legal documents such as ordinances, resolutions, statutes and contracts.
- ✓ Present statements of fact, law, and argument clearly and logically, in written and oral form.
- ✓ Establish and maintain effective working relationships with County and governmental officials and the general public

and

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

All Three Classes:

Graduation from an accredited school of law.

and

Deputy County Counsel I:

No experience required.

Deputy County Counsel II:

Two (2) years of experience in the practice of public law comparable to that of a Deputy County Counsel I with Mono County.

Assistant County Counsel:

Three (3) years of experience in the practice of public law comparable to that of a Deputy County Counsel II with Mono County.

Special Requirements:

- Active membership in the State Bar of California
- Possession of a valid California Driver's License

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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