ASSISTANT COUNTY COUNSEL

DEFINITION
Under direction, to assist the County Counsel in the administration and direction of the County Counsel's Office; to act for the County Counsel in his/her absence as directed; to provide highly skilled legal service in counseling or representing agencies of the County; to act as trial advocate in civil litigation involving trials in courts of original jurisdiction and proceedings in appellate courts; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS
This is the most advanced level in the Deputy County Counsel class series. The incumbent is assigned the more difficult and complex civil matters and cases, as well as the full scope of legal assignments performed by the County Counsel's Office. He/she is expected to complete legal assignments with minimal guidance and assistance.

REPORTS TO
County Counsel.

CLASSIFICATIONS DIRECTLY SUPERVISED
None.

EXAMPLES OF DUTIES
Advises officials of County and special governmental districts on legal matters; drafts contracts, deeds, leases, ordinances, resolutions, and other legal instruments for the Board of Supervisors, County departments and special districts of the County; prepares written and oral opinions of legal questions submitted by such agencies; studies and interprets laws, court decisions, ordinances, and other legal authorities in order to prepare legal advice; prosecutes claims and lawsuits on behalf of, and defends suits against, the County and its agencies before original and appellate courts and various administrative bodies; prepares correspondence and holds interviews, telephone conversations, conferences and negotiations in performing legal duties; attends meetings of boards and commissions; acts for the County Counsel and supervises the office in his/her absence or as directed.

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.
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TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of civil law and their application to government;
- Legal principles including civil, constitutional and administrative law;
- Legal research methods.

Ability to:

- Analyze and apply legal principles and precedents to specific local government problems;
- Present statements of fact, law and argument clearly and logically;
- Draft ordinances, contracts and legal instruments;
- Perform legal research;
- Establish and maintain effective public relations;
- Supervise the work of legal staff

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

Four years of progressively responsible experience as an attorney in the practice of law for a public agency or one year of experience performing duties equivalent to the class of Deputy County Counsel III.

Special Requirements: Active membership in the State Bar of California.