COUNTY COUNSEL

DEFINITION

Subject to confirmation and confidence of the County Board of Supervisors; to serve as the chief legal advisor on civil matters to all County officers, agencies, and departments; to represent the County, its officers and employees, in the defense and prosecution of all civil litigation, excepting personal injury, other large damage actions, and workers' compensation cases; to serve as legal advisor to the Superior and Justice Courts, the Amador County Unified School District, LAFCO, ARTS, ARSA, and to all special districts for which the Board of Supervisors is governing body; to draft and/or review for legal sufficiency all contracts, leases, ordinances, and resolutions before adoption by the Board of Supervisors; to provide statutory interpretations and issue legal opinions in response to requests from the County and other clients; to identify and predict legal trends; to assist with program planning; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This a Department Head position with general responsibility for the administration of a major area of County Government under the direction of the Board of Supervisors.

REPORTS TO

Board of Supervisors.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy County Counsel I, II, III and Legal Secretary I, II, and Administrative Legal Secretary.
EXAMPLES OF DUTIES

Attends meetings of the Board of Supervisors; receives special assignments from the Board; renders legal opinions in writing and orally in response to requests from County officers and department heads; drafts contracts, leases, deeds, ordinances, resolutions and other legal instruments for the Board of Supervisors, departments, and special districts of the County; prosecutes legal actions on behalf of, and defends actions against, the County and its subdivisions before courts of origin, appellate courts, and various administrative bodies; serves as legal advisor and attends meetings of Boards and Commissions; plans, organizes, manages, directs, and oversees the personnel management functions of the County Counsel’s office, including selection, training, evaluation, and development of staff; oversees preparation of the Department budget, justification of proposed budget changes, and expenditure controls; counsels Department staff as warranted by problems and circumstances; participates in County-wide personnel issues; when directed by the Board of Supervisors, serves as Chief Negotiator and represents the County in formal employee-employer relations; oversees the planning and evaluation of Department legal services; performs a broad range of administrative and management duties.

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 in an office and courtroom environment; continuous contact with staff and the public.
DESIRABLE QUALIFICATIONS

Knowledge of:
- California and federal statutes and cases and their application to governmental jurisdictions.
- The principles of Civil, Constitutional, and Administrative Law.
- Legal research methods.
- Principles, techniques, and practices of effective business administration.
- Budget development and expenditure control.
- Public personnel management and employer-employee relations.
- Public administration.
- Principles of supervision, training, and staff evaluation.

Ability to:
- Plan, organize, direct, manage, and coordinate the legal services and functions of the County Counsel's Office.
- Supervise, train, and evaluate the work of Department staff.
- Review the work of Department staff and resolve problems.
- Analyze facts and apply legal principles and precedents to specific local government problems.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Develop a budget and control expenditures.
- Be responsible for the development, maintenance, and preparation of Department statistics, records, and reports.
- Effectively represent the County Counsel functions in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
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:

Broad and extensive professional legal experience in civil work, preferably including experience in working with the legal problems of a government jurisdiction. Two (2) years of the background and experience should have been in a management or full supervisory capacity.

Special Requirements:

Active membership in the State Bar of California.