

# THE COUNTY OF MONO



## INVITES APPLICATIONS FOR

**DEPUTY COUNTY COUNSEL I,  
DEPUTY COUNTY COUNSEL II,  
DEPUTY COUNTY COUNSEL III OR  
ASSISTANT COUNTY COUNSEL**  
(ONE POSITION AVAILABLE/PLACEMENT DOE)

*At-Will Position*



Photo: Greg Newbry

**Open Until Filled:  
1<sup>st</sup> application review 1/14/22**

### **ANNUAL SALARY:**

Deputy County Counsel I: \$85,995 - \$104,527  
Deputy County Counsel II: \$94,809 - \$115,242  
Deputy County Counsel III: \$104,527 - \$127,054  
Assistant County Counsel: \$121,004 - \$147,081

*Equal Employment Opportunity Employer*

# THE POSITION

Under the general supervision of the County Counsel, this position provides a variety of professional legal services to the County. It is one of three such positions in the County Counsel's office. This position serves at the will and pleasure of the County Counsel. Typical tasks for all four classes include but are not limited to:

- Conferring with, representing, and advising County officials, boards, commissions, departments and special districts on a broad range of legal issues applicable to counties including, but not limited to, land use and environmental law, property tax, public works contracting and bidding, water law, elections law, emergency response, jail issues, real property law, etc.;
- Reviewing and drafting contracts, notices, ordinances, resolutions, and other legal documents;
- Prosecuting and defending litigation and other proceedings by and against the County and certain public officials and agencies; and
- Legal research and writing.

# QUALIFICATIONS

## Deputy County Counsel I:

- General knowledge of the principles of civil, constitutional, and administrative law as well as specific laws governing and affecting local government and 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.
- Ability to research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
- Ability to analyze and understand a variety of legal documents and instruments.
- Ability to draft legal documents such as ordinances, resolutions, and contracts.
- Ability to present statements of fact, law, and argument clearly and logically, in written and oral form.
- Ability to effectively represent the interests of the County in court and before administrative hearing bodies and tribunals.
- Ability to establish and maintain effective working relationships with County and governmental officials and the general public.

## 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.

## Deputy County Counsel III: 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.
- General knowledge of the principles of supervision and management and ability to work independently.
- Together with other attorneys, ability to effectively mentor, supervise and manage non-attorney office staff.

**Assistant County Counsel:** All of the above, plus:

- Broader knowledge and mastery of laws governing and affecting county operations.
- Broader knowledge of principles of supervision and management.
- Together with the County Counsel, ability to effectively mentor, and assist County Counsel staff and aid in office oversight and management.

**Minimum Experience:**

**All Three Classes:** Graduation from an accredited school of law and active membership in the Bar of the State of California.

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:

**Deputy County Counsel I:** Up to two (2) years' experience in the practice of law.

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

**Deputy County Counsel III:** Two (2) years' experience in the practice of public law comparable to that of a Deputy County Counsel II with Mono County.

**Assistant County Counsel:** Two (2) years' experience in the practice of public law comparable to that of a Deputy County Counsel III with Mono County.

**Special Requirements:** Possession of, or ability to obtain, a valid California driver's license.

**Physical Requirements & Working Conditions:**

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 facsimile.

## THE EXAM PROCESS

**PHASE 1:** The exam process includes an application, resume, and two writing samples as part of the application: one sample demonstrating legal advice (such as an opinion or memo) and one sample demonstrating legal advocacy (such as a litigation memorandum of points and authorities). In addition, submit a cover letter answering the question: *Why do you want to work for the County Counsel's office in Mono County?*

**PHASE 2:** The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

## ABOUT MONO COUNTY

Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, it is a land of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.

Best of all, this natural playground offers a complete range of amenities and activities making it an ideal place live and work. Enjoy fine shops, restaurants and cafés. Snowboard, ski or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shores of Mono Lake.

The Town of Mammoth Lakes is the most populated area of Mono County. Offices of the County Counsel are located in both Mammoth Lakes and in the County seat of Bridgeport, with the primary office in Mammoth Lakes.

Unincorporated communities include Bridgeport, June Lake, Crowley Lake, Lee Vining, Chalfant Valley, Benton, Mono City, Hammil Valley, Swall Meadows, Sunnyslopes, Tom's Place, Topaz, Coleville, and Walker.

Looking for a lifestyle change with a great quality of life? Mono County is a rural county that offers numerous scenic and recreational opportunities for the outdoor enthusiast. Ski Mammoth and June Mountains, fish the Sierra, enjoy living and working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

## TO APPLY

Application materials may be obtained from and submitted to:

**Mono County Human Resources**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5413**  
**Fax: (760) 932-5411**  
**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**  
**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.



Photo: Greg Newbry