

**DEPUTY COUNTY COUNSEL I
DEPUTY COUNTY COUNSEL II
DEPUTY COUNTY COUNSEL III
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 Four Classes):

Research and write legal opinions for the Board of Supervisors and County departments; represent and advise County officials, boards, commissions, departments, and special districts on legal matters; prepare contracts, notices, ordinances, resolutions and other legal documents; prosecute and defend litigation and other proceedings by and against the County; . 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 facsimile equipment.

TYPICAL WORKING CONDITIONS

Work is performed primarily in the office or courtroom; frequent contact with staff, elected officials and other agencies. Occasional contact with the public.

DESIRABLE QUALIFICATIONS

Deputy County Counsel I:

- General knowledge of the principles of civil, constitutional and administrative law.
- General knowledge of specific laws governing and affecting County operations.
- General knowledge of judicial procedures and the rules of evidence.
- Knowledge of the principles, methods and practice 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 which reflect and protect the County's interests.
- 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 with the general public.

Deputy County Counsel II:

All of the above, plus:

- Increasing knowledge of civil, constitutional and administrative law.
- Increasing knowledge of specific laws governing and affecting County operations.
- Increasing knowledge of judicial procedures and the rules of evidence.
- Increasing skill in legal research and writing.

Deputy County Counsel III:

All of the above, plus:

- Increasing knowledge of civil, constitutional and administrative law.
- Increasing knowledge of specific laws governing and affecting County operations.
- Increasing knowledge of judicial procedures and the rules of evidence.
- Increasing skill in legal research and writing.
- General knowledge of the principles of supervision and management.
- Ability to work independently with minimal supervision.
- Ability to effectively mentor, supervise and manage non-attorney office staff, in collaboration with County Counsel and other attorneys.

Assistant County Counsel:

All of the above, plus:

- Broader knowledge and mastery of civil, constitutional and administrative law.
- Broader knowledge and mastery of specific laws governing and affecting County operations.
- Broader knowledge of principles of supervision and management.
- Ability to work independently with minimal supervision.

- Together with the County Counsel, ability to effectively

mentor, and assist County Counsel staff and aid in office oversight and management. **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 Four Classes:

Graduation from an accredited school of law.

and

Deputy County Counsel I:

No prior experience required.

Deputy County Counsel II:

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

Deputy County Counsel III:

At least two (2) years of experience in the practice of public law comparable to that of a Deputy County Counsel II with Mono County.

Assistant County Counsel:

At least three (3) years of experience in the practice of public law comparable to that of a Deputy County Counsel III with Mono County.

Special Requirements:

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

Revised 12/20