IMPERIAL COUNTY

CLASS TITLE: DEPUTY COUNTY COUNSEL I

BASIC FUNCTION:

Under the direction of the Assistant County Counsel, provide legal counsel to the County, its boards, commissions, department heads and officers; prepare pleadings, summaries, stipulations, agreements and court orders; conduct legal research; practice appellate law in federal and State courts.

DISTINGUISHING CHARACTERISTICS:

The duties performed by the Deputy County Counsel I, II, III and IV are very similar in terms of the specific tasks assigned to each attorney. The difference between the classifications is expressed more in terms of the complexity and difficulty of cases assigned; the extent of supervision and responsibilities in the leading and directing of other staff. The Deputy County Counsel I is the entry level and works under close supervision working on more routine cases. The Deputy County Counsel II works under minimal supervision while performing the full duties and responsibilities of Deputy County Counsel job description. The Deputy County Counsel III may serve in a lead capacity, advising other attorneys while being assigned the more complex and difficult cases. Deputy County Counsel IV is the advanced-level class in the series. Incumbents provide technical expertise and guidance to departmental staff and are assigned the most complex, difficult and controversial cases.

REPRESENTATIVE DUTIES:

Provide legal counsel to the County, its boards, commissions, department heads and officers.

Review facts, circumstances in assigned cases to determine whether to file legal actions.

Review legal actions filed against the County to determine appropriate response; prepare and follow through on assigned cases against the County.

Research law and prepare pleadings on behalf of the County.

Represent the County at court administrative and settlement hearings and conferences.

Conduct legal research by reviewing statutes, cases, law reviews, State and federal regulations.

Prepare legal opinions for the County, department heads, boards and commissions.

Attend court and file pleadings on matters such as dependent children, conservatorships, guardianships, adoptions and freedom from custody and control.

Draft County contracts; initiate and review contracts and recommend specific actions for the Board of Supervisors; attend meetings in which negotiations are discussed.

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Provide counsel to department heads and other officials of the County regarding specific cases or potential cases; suggest methods to comply with the spirit and intent of the law.

Represent the County, department heads, officers, boards and commissions at hearings before administrative bodies.

Direct the clerical staff regarding legal projects such as preparation of correspondence and legal opinions.

Practice appellate law in federal and State court.

Review a variety of written material to assure the County of its legality; provide legal opinions as necessary regarding specific questions submitted by County officials.

Assist in the draft of ordinances, regulations and contracts.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Principles and practices regarding the practice of law in the State of California.
- Laws such as County ordinances, State and federal statutes, State and federal constitutions and rules of court.
- Technical aspects of field of specialty.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
- Represent the County’s legal interest in a persuasive manner.
- Research legal issues, complaints, pleadings and points and authorities.
- Counsel and advise the board of Supervisors, County boards, commissions and administrative bodies on legal matters.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: consistent with requirements to be licensed by the State of California to practice law.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; license by the State Bar to practice law in the State of California.

WORKING CONDITIONS:

Office environment; subject to driving a vehicle to conduct work.

Physical abilities required include seeing to drive a vehicle, and speaking to exchange information and make presentations.