



DEPUTY COUNTY COUNSEL II

DEFINITION: Under direction, to provide legal representation, advice and assistance to County departments, management, special districts, and the Board of Supervisors; to represent and advise County governmental jurisdictions in legal and business matters; and to function as a positive and cooperative team member.

ESSENTIAL JOB DUTIES:

Deputy County Counsel I receives direct to general supervision from the County Counsel or his/her designee while learning the County's organization, operations, and services provided. This job class also receives direct to general supervision and review while learning the skills to apply the law within the context of a governmental agency under established regulations, mandates, laws, codes, and guidelines.

Deputy County Counsel II receives consistent direction from the County Counsel and his/her designee in the application of a variety of established regulations, mandates, laws, codes, and guidelines to the administration and operations of the County organization and assigned departments. Incumbents assigned to this job class receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within assigned areas of responsibility.

Duties may include, but are not limited to, the following: Advises and represents County departments, management, the Board of Supervisors, commissions, and special districts, on a wide variety of legal matters; Reviews, researches and prepares contracts and agreements; oversees and offers legal opinions on the continuing monitoring of assigned contracts and agreements to ensure on-going compliance and adherence to contractual obligations; Researches and writes opinions, legal briefs, petitions, ordinances, resolutions, court orders and related correspondence and documents to support and best serve the interests of the County, its departments, and its citizens; Reviews dependency petitions; represents child protective services in juvenile dependency proceedings; Interviews and prepares witnesses for testimony in a variety of litigations and mediations; Reviews and interprets current legislation, litigation, and judicial opinions relevant to County services; advises county personnel and Board of Supervisors on relevancy of such legislation and litigation to the County of Inyo and its operations; Prepares probate conservatorship and related petitions and presents evidence and arguments in court as necessary and as assigned; Interprets and applies a variety of laws, court decisions, and other

opinions/pronouncements from legal authorities in the preparation of pleadings, papers, briefs as well as in the provision of case preparation, trial litigation, and appellate services; Drafts and reviews a variety of legal documents pertaining to land acquisition, leases, financing, bond issues, and other specialized governmental matters; Oversees and monitors the work of consultants, contractors, and outside legal representation to ensure quality and timely work product and delivery; represents County and its interests in the fulfillment of contracted services; negotiates contractual arrangements/agreements/ and acts as resource in the communication of County's needs and priorities; Advises staff and management on case management strategy and techniques, questions of evidence, law, procedure, and court presentation; Makes presentations before the Board of Supervisors, commissions, and special districts; represents the County in meetings with representatives of other governmental agencies, professional, business and community organizations; Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Education/Experience: Active membership in the California State Bar Association; Admission to practice before state and federal courts; May need to possess a valid driver's license as required by the position; Proof of adequate vehicle insurance and medical clearance may also be required.

Deputy County Counsel I: Up to two (2) years of experience as an attorney practicing public law or comparable legal experience.

Deputy County Counsel II: At least two (2) years of experience as an attorney practicing public law or comparable legal experience.

Knowledge of: Principles of civil, criminal, constitutional and administrative law; practices, principles, and methods of legal research; judicial procedures and process; principles and practice of pleadings; statutes and codes applicable to civil procedures; ordinances, rules, regulations and policies governing local government services and operations; and precedent decisions impacting local government and special district operations.

Ability to: know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; and explain relevant policies, procedures and matters of law to County officers, employees, outside counsel and the general public; Analyze, appraise and organize facts, evidence and precedents and present such material orally or in writing in clear and logical form; and analyze and appraise a variety of legal documents and instruments; Draft legal instruments such as ordinances,

resolutions, Board orders and contracts; Prepare and present legal cases and perform legal research; Recommend investigative alternatives; Work with various cultural and ethnic groups in a tactful and effective manner; Obtain information through interview; handle multiple cases; work with interruption; and deal firmly and courteously with the public; Analyze situations quickly and objectively to determine proper course of action; Operate and utilize a variety of office equipment including computer hardware, software, and peripheral equipment at a sufficient level for successful job performance; Communicate clearly and concisely, both orally and in writing; Prioritize assigned work effectively for successful job performance; Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; Establish and maintain effective working relationships with those contacted in the performance of required duties.

Physical Requirements: On a continuous basis, sit at desk or in meetings for long periods of time; intermittently, walk, stand and bend while going to/from other offices or court and taking files to/from meetings or court; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings, or court proceedings; and lift light weight.

Typical Working Conditions: Most assigned work is normally performed in an office or courtroom environment. Continuous contact with County staff, management, general public, and outside organizations/agencies.