



Placer County

Deputy County Counsel - I (#19826)

\$50.41-\$62.94 Hourly / \$8,737.73-\$10,909.60 Monthly / \$104,852.80-\$130,915.20 Yearly

Deputy County Counsel - II (#19827)

\$55.66-\$69.51 Hourly / \$9,647.73-\$12,048.40 Monthly / \$115,772.80-\$144,580.80 Yearly

Deputy County Counsel - III (#19830)

\$61.51-\$76.84 Hourly / \$10,661.73-\$13,318.93 Monthly / \$127,940.80-\$159,827.20 Yearly

Deputy County Counsel - IV (#19831)

We are currently accepting applications for this position.

To apply, please close this pop-up window and then click on Current Openings.

\$69.31-\$86.56 Hourly / \$12,013.73-\$15,003.73 Monthly / \$144,164.80-\$180,044.80 Yearly

 Notify Me when a Job Opens for the above position(s)

DEFINITION

(Unclassified)

To assist the County Counsel in providing legal advice and services to County and district officers and employees; to act at the County Counsel's direction; and to act as trial advocate in civil litigation at all levels of court.

DISTINGUISHING CHARACTERISTICS

This is a multi-level class series in which incumbents may be assigned to any one of four levels, depending upon organizational needs, professional legal experience, individual expertise and skill, proficiency gained, and the complexity and sensitivity of assigned cases. Progression from one level to the next is at the discretion of the appointing authority, provided the minimum qualifications are met.

Deputy County Counsel I is the entry level in the Deputy County Counsel series assigned to employees with no previous legal experience. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the higher levels. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Deputies County Counsel II - IV are full journey level classes within the Deputy County Counsel series. These classes are distinguished from the Deputy County Counsel I by the assignment of the full range of

duties. Employees at these levels receive only occasional instruction or assistance as new or unusual situations arise. As employees progress through the levels they will be assigned more difficult and sensitive cases, will be required to be fully aware of the operating procedures and policies within the work unit, and may be required to prepare legal opinions on problems that are complex and have far-reaching implications. Positions in these classes are flexibly staffed and are normally filled by advancement from the entry level.

These classes are distinguished from the Senior Deputy County Counsel in that the latter is responsible for providing lead direction to a functional area and present the most complex and sensitive cases in court.

SUPERVISION RECEIVED AND EXERCISED

Deputy County Counsel I

Receives immediate supervision from management staff and receives technical and functional supervision from higher level Deputy County Counsels.

Deputy County Counsel II

Receives general supervision from management staff and receives technical and functional supervision from higher level Deputy County Counsels.

Deputy County Counsel III

Receives direction from management staff.
May exercise technical and functional supervision over legal staff.

Deputy County Counsel IV

Receives direction from management staff.
May exercise technical and functional supervision over legal staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Confer with and advise County and district officers and employees on legal questions pertaining to their respective powers, duties, functions, and obligations.
- Attend meetings of boards and commissions.
- As requested, act as legal advisor for County offices.
- Prepare formal legislative measures, contracts, leases, conveyances, and other legal documents.
- Study, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions, and trial briefs.
- Prepare pleadings and other papers related to suits, trials, hearings, and similar legal proceedings.
- Make decisions concerning the advisability to prosecute, compromise or dismiss civil litigation subject to civil suits in all State and Federal courts.
- Assemble and evaluate evidence and secure and interview witnesses.
- Perform a wide variety of legal research.
- Build and maintain positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service.
- Perform related duties as assigned.

WORKING CONDITIONS

Work is typically performed in an indoor office environment with controlled temperature conditions. Position may require travel to and from other locations in a variety of outdoor weather conditions and work odd or unusual hours including nights, weekends, and holidays.

MINIMUM QUALIFICATIONS

Deputy County Counsel I

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: None required.

Training: Equivalent to a Juris Doctorate from an accredited law school.

Required License or Certificate:

- Active membership in the California State Bar Association to be obtained prior to appointment.
- 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.

County Counsel II - IV

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Deputy County Counsel II

Experience: One year of responsible professional legal experience performing duties similar to a Deputy County Counsel I with Placer County or one year of trial experience.

Training: Equivalent to a Juris Doctorate from an accredited law school.

Deputy County Counsel III

Experience: One year of responsible professional legal experience performing duties similar to a Deputy County Counsel II with Placer County or two years of trial experience.

Training: Equivalent to a Juris Doctorate from an accredited law school.

Deputy County Counsel IV

Experience: One year of responsible professional legal experience performing duties similar to a Deputy County Counsel III with Placer County or three years of trial experience.

Training: Equivalent to a Juris Doctorate from an accredited law school.

Required License or Certificate:

- Admission to practice before State and Federal courts.
- Active membership in the California State Bar Association.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Deputy County Counsel I

Knowledge of:

- The principles of civil, constitutional, and administrative law.
- Judicial procedures and rules of evidence.
- Principles, methods, materials, and practices of legal research.

Ability to:

- On a continuous basis, 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.
- On a continuous basis, sit at desk for long periods of time or in meetings; 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; see with sufficient visual acuity to perform essential job functions and interpret nonverbal behavior; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings, or court proceedings; and lift light weight.
- 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.
- Learn to prepare and present legal cases; and perform legal research.
- Learn to recommend investigative alternatives.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Learn to obtain information through interview; handle multiple cases; work with interruption; and deal firmly and courteously with the public.
- Analyze situations quickly and objectively and to determine proper course of action.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adhere to ethical standards.

County Counsel II - IV

In addition to the qualifications for County Counsel I:

Knowledge of:

- Responsibilities, powers, and statutory limitations of the County Counsel's office.
- Federal and State statutes and County ordinances and rules and regulations pertinent to assigned cases.
- Policies and procedures of a County Counsel's office.
- Principles and practices of case development and management.

Ability to:

- Independently analyze, appraise, and organize facts, evidence, and precedents and to present such material orally and in writing in clear and logical form; and analyze and appraise a variety of legal documents and instruments; complete a high volume of tasks at once with unscheduled and frequent changes.
- Independently draft legal instruments such as ordinances, resolutions, Board orders and contracts.

MISCELLANEOUS INFORMATION

Length of Probation

This classification serves at the pleasure of the Appointing Authority and has no specific term and no right to continuous employment.

Bargaining Unit

Unclassified Management

CLASS: 19826; **EST:** 9/2/1995; **REV:** 8/31/2021;

CLASS: 19827; **EST:** 9/2/1995; **REV:** 8/31/2021;

CLASS: 19830; **EST:** 9/2/1995; **REV:** 8/31/2021;

CLASS: 19831; **EST:** 9/2/1995; **REV:** 8/31/2021;