

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** COUNTY COUNSEL  
**DEPARTMENT:** COUNTY COUNSEL  
**REPORTS TO:** BOARD OF SUPERVISORS

**CLASS CODE:** 7019  
**FLSA STATUS:** E  
**DATE:** 10/99

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Subject to policy direction by the Board of Supervisors, primary responsibility is to plan, organize and direct the County's legal services; serves as legal advisor to the Board of Supervisors, County Administrator, all County department heads, special districts and various boards and commissions.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Plans, allocates, and monitors time, people, equipment, and other resources for the organization to ensure efficient organization and completion of work; selects, supervises, trains and evaluates staff.

Monitors and communicates policies, procedures, and standards for the department to identify and correct deficiencies or problems.

Provides legal counsel and representation to the County, its boards and commissions and department heads and joint powers authorities and commissions independent of the County and special districts.

Attends board and commission meetings in capacity of legal advisor.

Researches and prepares written and verbal legal opinions for clients upon request.

Directs support staff regarding preparation of contracts, ordinances and resolutions, legal opinions and litigation.

Assists in the negotiation and drafting of contracts; advises client with respect to legal ramifications of contracting.

Conducts legal research by interpreting and applying state, federal and local laws and regulations, relevant case law and other legal sources.

Directs complex and controversial cases; provides technical expertise and work direction to other attorneys as assigned.

Reviews legal actions filed against County Counsel clients to determine appropriate response; responds as appropriate.

Represents clients in state and federal court and before administrative tribunals.

Represents clients in appellate matters before the state and federal courts.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Conducts client workshops with respect to legal topics.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Computer

Dictaphone

Facsimile

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Juris Doctorate degree from an accredited law school; and,

Five years of experience in the practice of law, with a minimum of one year of experience in local government; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Licensed to practice law in the State of California

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices regarding the practice of law in the State of California.

Applicable state, federal and local ordinances, laws, rules and regulations.

Budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports, briefs, contracts, opinions and/or other documents.

Ability to analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.

Ability to speak effectively before groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand and walk.

**Working Conditions:**

The incumbent's working conditions are typically quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.