



MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

DEPUTY COUNTY COUNSEL IV

Civil Service Exempt-At Will

\$37.06 - \$45.05/Hourly

\$2,964.80 - \$3,604.00/Bi-weekly

\$77,084.80 - \$93,704.00/Annually

FINAL FILING DATE: Open until filled

JOB BULLETIN #10-014

THE POSITION

Current assignment is in Juvenile Dependency. Position will be filled at either III or IV level depending upon qualifications. Under general direction, this positions primary responsibility is to provide legal counsel to the County, its boards, commissions, department heads and officers as assigned; work consists of varied and complex professional duties; advanced level position in Deputy County Counsel series. Examples of duties include but are not limited to the following:

- 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.
- 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 and responds as appropriate.
- Represents clients in state and federal court and before administrative tribunals.
- Performs other related duties as assigned.

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Minimum Education and Experience Requirements:** Juris Doctorate degree from an accredited law school; and, three years of experience a Deputy County Counsel; 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 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.

Skills and Abilities:

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- 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.

SELECTION PROCEDURE

All completed applications will be reviewed. Based on the information provided in the application documents, the best-qualified applicants will be invited for further consideration. Depending upon the number of applicants an exam may be administered. Arrangements may be made to accommodate disabilities or religious convictions. Phone Human Resources at (707) 463-4261 to discuss needed arrangements. **Special Testing:** If you require special testing arrangements to accommodate a disability or religious conviction you must contact Human Resources at (707) 463-4261 prior to the test date to make your requirements known. You must provide enough advance notice to allow Human Resources to properly review and evaluate your request. **Special Requirements:** Effective July 1, 2007 employment with the County may require the successful completion of a pre-employment medical examination and may include drug screening.

This announcement is a synopsis of duties and requirements of this job; to review the complete classification specification and benefits please see the HR website. Applications must be submitted to the Human Resources Department by the final filing date. To obtain requisite application contact: Human Resources, 579 Low Gap Road, Ukiah CA 95482. (707)463-4261; Job Line (707)463-5424; FAX (707)468-3407; TDD (800)735-2929; email: hr@co.mendocino.ca.us; or website: www.co.mendocino.ca.us/hr

Posted 03/05/10

EQUAL OPPORTUNITY EMPLOYER