

**COUNTY OF COLUSA
COUNTY COUNSEL**

Salary Range: UDH 55

FLSA Status: Exempt

Date Approved: February 1, 2011

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

POSITION PURPOSE:

Plans, directs, and reviews the activities and operations of the County Counsel's Office; coordinates assigned activities with other County departments and outside agencies including the provision of information as necessary; provides highly responsible and complex administrative support to the Board of Supervisors.

SUPERVISION RECEIVED:

Receives general direction from the Board of Supervisors.

SUPERVISION EXERCISED:

Exercises direct supervision over professional and clerical staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

A. Held in Common:

1. Supports the Mission of the County and its elected and appointed officials.
Exhibits the duty of loyalty to an employer's representatives.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other county employees.

B. Essential Job Specific Duties:

1. Assumes full management responsibility for all County Counsel Office services and activities; recommends and administers policies and procedures.
2. Performs a variety of legal research in support of the county's legal function; prepares pleadings and written opinions; prepares or reviews written documents as necessary.

3. Consults with and provides information to various County personnel as necessary.
4. Coordinates office activities with those of other departments and outside agencies and organizations; provides staff assistance to the Board of Supervisors; prepares and presents staff reports and other correspondence.

C. Other Job Specific Duties

1. Manages and participates in the development and administration of the County Counsel's Office budget; directs the forecast of additional funds; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments.
2. Selects, trains, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies.
3. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
4. Appears before courts and administrative proceedings to represent the County's interests; attends a variety of other meetings as necessary.
5. Prosecutes for civil remedies to enforce County ordinances, abate public nuisances, recover for damages to County property, and condemn property for public purpose and other matters.
6. Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
7. Performs related duties as required.

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

Knowledge of:

Modern and highly complex principles and practices of public law.

Methods of public agency administration.

Principles of personnel administration, supervision, training and performance evaluation .

Organization, duties, powers, limitations, and authority of County government and the County Counsel's office.

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures.

Methods and techniques of legal research.

Established precedents and sources of legal reference applicable to County activities.

Federal, state, and local laws, codes and regulations.

Principles and practices of budget preparation and administration.

Modern office procedures and equipment including computers.

Ability to:

Organize, interpret, and apply legal principles and knowledge of complex legal problems.

Effectively apply legal knowledge and principles in court.

Present statements of law, facts, and arguments clearly and logically.

Prepare and present difficult cases in court.

Conduct research on complex legal problems and prepare sound legal opinions.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Select, supervise, train and evaluate assigned staff.

Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.

Operate and use modern office equipment.

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Juris Doctorate from an accredited law school
- Four (4) years of increasingly responsible experience in county or related government law including trial experience including one year supervisory experience.
- Membership in the State Bar of California.

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Hear and speak both in person and on the telephone.*

- *Use hands and fingers to operate office equipment.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*