



COUNTY OF DEL NORTE, CA
invites applications for the position of:

Deputy County Counsel I/II/III

SALARY:	\$2,673.47 - \$4,088.43 Biweekly
DEPARTMENT:	County Counsel
OPENING DATE:	02/02/22
CLOSING DATE:	03/04/22 05:00 PM
DESCRIPTION:	

The County Counsel's Office is seeking a qualified candidate to fill one (1) vacancy for the position of Deputy County Counsel I/II/III.

Deputy County Counsel Biweekly Salaries:

Deputy County Counsel I: \$2,673.47 - \$3,226.54
Deputy County Counsel II: \$3,078.00 - \$3,718.26
Deputy County Counsel III: \$3,382.52 - \$4,088.43

This position is in the classification series of Deputy County Counsel performing professional legal work relative to providing legal advice and guidance that requires legal knowledge, skills and abilities. This work consists of complex and varied professional duties at an entry through journey level of classification.

Under general supervision by the County Counsel performs legal research to provide opinions and advice on a variety of routine to complex matters to the Board of Supervisors county departments, committees and commissions; and to provide representation of the Department of Health and Social Services in juvenile dependency proceedings. Employees in these classifications receive direct to limited supervision within a framework of policies and procedures. Errors in work or judgment could result in unnecessary expenditures, poor contracts, deprivation of civil rights and/or poor community relations.

Deputy County Counsel I is the first working level in this professional class and is assigned legal work and tasks that may be routine to complex with a high level of responsibility for outcome. With additional experience and abilities incumbents may be eligible for advancement in this series.

Deputy County Counsel II is the second level and is assigned complex and technical work and tasks under minimal supervision. Incumbents advanced to this level in this series have demonstrated the ability and skills to adequately fulfill the responsibilities and requirements through experience and continuing education.

The County Counsel III position is assigned a wide variety of professional legal work of greater complexity and level of difficulty than that assigned to the County Counsel II. Employees in this classification perform professional work and exercise discretion and independent judgment in representing their assigned clients and may be assigned complex cases as special projects. Incumbents are expected to handle litigation from trial through appellate hearings.

This classification series is designated as Confidential.

DETAILED WORK ACTIVITIES:

Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Serves as legal representative for the County, providing representation for areas of responsibility at administrative hearings before various public agencies and appeal boards as assigned.
- Reviews contracts, responds to subpoenas providing general legal counsel, researches and writes legal opinions the Board of Supervisors and county departments, committees and commissions as requested.
- Attends regular and special meetings of the Board of Supervisors, committees and commissions to provide guidance and legal advice on matters that arise during the course of business meetings.
- Conducts litigation, including preparation of legal pleadings and memoranda of law, negotiation and settlement of legal proceedings, conduct of trials, legal arguments on motions and writs and prosecution and/or defense of appeals in all California and federal trial and appellate courts as needed.
- Advises and represents the Department of Health and Social Services in Juvenile Dependency proceedings at trial court and appellate court levels.
- Prepares draft and final resolutions and ordinances for the board of Supervisors and various boards and commissions.
- Prepares and monitors annual budget expenditures and revenues, authorizing expenditures.
- Reviews proposed and changed legislation and court decisions related to county and/or public sector law and activities.
- May evaluate legal claims filed against the county.
- Prepares a variety of periodic and special reports.
- Assists in the administration of the County Counsel's office that includes supervision of office support staff.

Deputy County Counsel III:

- Renders legal advice and confers with County and district offices, departments, special districts, commissions, and County boards regarding a variety of civil matters and legal questions affecting County government.
- Prepares memoranda and opinions to advise the Board of Supervisors, department heads and/or other local governmental individuals.
- Confers with department heads, their designees, the County Board of Supervisors, department heads and/or other local governmental individuals.
- Prepares, reviews and determines feasibility of legal contracts, briefs, memoranda, opinions, resolutions, leases, conveyances, bylaws and other legal documents.
- Assists in drafting ordinances, resolutions, contracts and other legal documents as directed.
- Prepares pleadings and other papers in connection with lawsuits, trials, hearings, discovery, appeals and other legal proceedings in which the County is involved.

- Appears in Court and before administrative bodies, examines and cross-examines witnesses; prepares oral arguments.
- Appears as legal counsel for Boards and Commissions at Board and Commission hearings.
- Performs other related duties as required.

QUALIFICATIONS:

Minimum Qualifications:

- Juris Doctor Degree.
- Current membership of the California State Bar Association with an active license to practice law.

To obtain a II level, two (2) years of experience in the practice of law in a county counsel or equivalent department.

To obtain a III level, three (3) years of progressively responsible experience in the practice of civil or governmental law.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires:

- Knowledge of legal principles and their applications.
- Knowledge of principles, methods and practices of legal research and investigation.
- Knowledge of scope and character of California statutory law and provisions of the California Constitution.
- Knowledge of principles of administrative and constitutional law.
- Knowledge of rules of evidence and conduct of proceedings in trial courts in California.
- Ability to analyze difficult and complex legal problems and perform research.
- Ability to apply legal principles and precedents to particular sets of facts.
- Ability to present statements of fact, laws and argument clearly and logically in written or oral form.
- Ability to analyze proposed legislation measures.
- Ability to follow oral and written direction.
- Ability to prepare, present and handle legal matters.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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Deputy County Counsel I/II/III Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions. Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.
 - Yes
 - No
- * 2. Please list your California State Bar number and the number of years you have been practicing law.
- * 3. Please select the years of experience you possess in a setting equivalent to that of the Del Norte County Counsel's Office, in a position equivalent to our Deputy County Counsel I, II, or III.
 - 1 year to 2 years
 - 2 years to 3 years
 - 3 years to 5 years
 - 5 years or more
- * 4. Please explain your experience as it pertains to representation of a public entity.
- * 5. Please explain your philosophical approach into providing legal representation within the context of a public entity.
- * 6. Please explain what interests you about a position as an attorney working in the Del Norte County Counsel's Office.
- * 7. Please list the areas of law in which you have practiced as well as any others that might interest you, explaining why.
- * 8. Please provide examples of your written work by attaching two writing samples to this

application.

* Required Question