



COUNTY OF SHASTA
INVITES APPLICATIONS FOR THE POSITION OF

DEPUTY COUNTY COUNSEL II/III/ SENIOR DEPUTY COUNTY COUNSEL

SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE
STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS

SEE "SPECIAL REQUIREMENT" SECTION REGARDING
ACTIVE MEMBERSHIP IN THE STATE BAR

FINAL FILING DATE: CONTINUOUS
INITIAL APPLICATION REVIEW WILL BEGIN APRIL 14, 2023

Salary and benefits information updated recently.

SALARY INFORMATION

Deputy County Counsel II: \$8,525 - \$10,880 APPROXIMATE MONTHLY* / \$49.18 - \$62.77 APPROXIMATE HOURLY*

Deputy County Counsel III: \$9,966 - \$12,719 APPROXIMATE MONTHLY* / \$57.50 - \$73.38 APPROXIMATE HOURLY*

Senior Deputy County Counsel: \$11,370 - \$14,512 APPROXIMATE MONTHLY* / \$65.60 - \$83.72 APPROXIMATE HOURLY*

****Please refer to the below link for potential future salary increases for Unrepresented Management.**

<https://www.shastacounty.gov/personnel/page/labor-agreements-mous>

Employee Benefits

- **Holidays:** 12 days per year.
- **Vacation:** 10 days/year first 3 years; 15 days/year 4-9 years; 17 days/year 10-15 years; 20 days/year 16 years and thereafter.
- **Administrative Leave:** 80 hours per calendar year.
- **Sick Leave:** 12 days per year with a generous pro rata payoff at termination after at least 5 years
- **Retirement:** CalPERS, coordinated with Social Security.
- **Insurance:** Medical and dental plans, with the County paying for most of the employee and a portion of the dependent cost; a vision plan, a fully paid life insurance policy and long-term disability plan.
- **Other:**
 - Deferred Compensation plan, IRC Section 125 plan
 - California State Bar Association dues are paid in full by the County.

- A generous MCLE allowance and attendance at County Counsel Association conferences is provided at County expense.

ABOUT SHASTA COUNTY



Shasta County offers all the amenities of the big city while retaining a comfortable small-town atmosphere. With its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.

ABOUT THE DEPARTMENT

County Counsel

The County Counsel provides most of the civil legal services required by the County. The County Counsel represents the County and its officers and employees in civil actions. The office drafts or reviews proposed legislation, contracts, leases, deeds, ordinances, and resolutions for legal sufficiency. Statutory interpretation and the issuance of legal opinions in response to requests from County officials, comprise another major area of responsibility. The County Counsel also identifies and explains legal trends to assist in program planning.

ABOUT THE POSITION

The County Counsel's Office is seeking attorneys with two or more years of experience in providing legal representation and counsel to a California county or city or two or more years of experience in civil practice. Experience in a County Counsel or City Attorney Office is preferable.

Deputy County Counsel II and III:

Under supervision, to provide a variety of professional legal services to the County through the County Counsel's office; and to do related work as required. This position is an unclassified, at will position.

Senior Deputy County Counsel:

Under minimum direction, to provide a variety of professional legal services to the County through the County Counsel's Office; and to do related work as required. This position is an unclassified, at will position.



EXAMPLES OF DUTIES AND QUALIFICATIONS

Deputy County Counsel II: At this level, professionally qualified persons normally have gained experience in the practice of law. Incumbents are expected to perform responsible legal work in civil matters and to complete regular assignments with limited supervision or assistance.

A Deputy County Counsel II should have knowledge of legal principles and practices with special emphasis on the rules of evidence, administrative law and procedures, and statutes and law pertinent to county government; pre-trial and trial procedures; and legal research methods.

A Deputy County Counsel II should be able to perform legal research using traditional and computer-assisted resources; analyze and apply legal principles, facts and precedents to legal problems; present laws, facts and arguments clearly and logically in written and oral form; and deal effectively and tactfully with those contacted in the course of work.

These standards are typically attained with two years of experience in the practice of law, including at least one year representing public entities or one year of experience as a Deputy County Counsel I in Shasta County.

Deputy County Counsel III: At this level, professionally qualified and experienced persons perform specialized legal work for the County in civil matters, in a relatively independent manner. This class differs from that of Deputy County Counsel II in that the civil matters handled generally are more varied, complex and sensitive.

A Deputy County Counsel III should have knowledge of legal principles and practices, with special emphasis on the rules of evidence, statutes and law applicable to the functions of county government, and civil, constitutional and administrative law and procedures; pre-trial and trial procedures; and legal research methods.

A Deputy County Counsel III should be able to perform legal research using traditional and computer-assisted resources; analyze and apply legal principles, facts, evidence and precedents to complex legal problems; present law, facts, evidence and arguments clearly and concisely in written and oral form; effectively represent County employees, departments and special districts in legal proceedings and administrative hearings; and deal effectively and tactfully with those contacted in the course of the work.

These standards are typically attained with three years of experience as a practicing attorney including at least two years representing public entities or one year of experience as a Deputy County Counsel II in Shasta County.

Senior Deputy County Counsel: This is a senior journey level position. At this level, professionally qualified and experienced persons perform specialized legal work for the County in civil matters, in a highly independent manner. This class differs from that of Deputy County Counsel III in that the civil matters handled generally are more varied, complex, and sensitive. In addition, this level recognizes long-term experience with an understanding of County legal problems and challenges; it is only available to attorneys who have been employed as a counsel for a California county or city for five years or have equivalent experience in civil and/or

other governmental practice.

A Senior Deputy County Counsel should have knowledge of legal principles and practices, with special emphasis on the rules of evidence, Government Code and Civil Code provisions applicable to the functions of County government, and civil, constitutional and administrative law and procedures; pre-trial and trial procedures; and legal research methods.

A Senior Deputy County Counsel should be able to perform legal research using traditional and computer-assisted resources; analyze and apply legal principles, facts, evidence and precedents to complex legal problems; present law, facts, evidence and arguments clearly and concisely in written and oral form; effectively represent County employees, departments and special districts in legal proceedings and administrative hearings; and deal effectively and tactfully with those contacted in the course of the work.

In order to qualify for this position, an attorney must have been employed as a counsel for a California county or city for five years or have equivalent experience in civil and/or other governmental practice.



SPECIAL REQUIREMENT

- Active membership in the State Bar of California.

IDEAL CANDIDATE

The ideal candidates will have at least two years of experience in providing legal representation and counsel to a California county or city (preferably as a deputy county counsel or deputy city attorney). The particular areas of law within the County Counsel's Office to which a successful candidate might be assigned will depend on the individual's experience, interests, and needs of the office. The ideal candidate will have a strong public service orientation. He or she will have excellent verbal and written communication skills and the ability to identify problems, research and develop solutions, and facilitate agreements between conflicting parties. While the ideal candidate will have experience as described above, the office will consider any applicant with substantial civil experience, preferably in representing a California county or city.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Describe any experience you have as a practicing attorney in which you acted as a legal advisor to or before governmental agencies. If none, please type 'n/a.'
2. Approximately what percentage of your practice has been devoted to the representation of a county, city, or other governmental agency? If none, please type 'n/a.'
3. Describe any experience, training, or education (in addition to basic law school classes) in general public agency law. In connection with training and education, please give specific dates, institutions, and a detailed description of your participation. If none, please type 'n/a.'
4. Describe any aspects of your background or experience that you feel demonstrate a substantial interest in or motivation toward public service. Which special attributes, skills, or characteristics would you bring to the role of Deputy or Senior Deputy County Counsel?
5. Please provide your California Bar Number. If none, please write "N/A".

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The noise level in the work environment is usually quiet.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Reasonable accommodations will be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which

includes drug/alcohol testing.

- Shasta County participates in E-Verify. For more information click [here](#). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 8.75% of his/her pay to this plan or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [Employee Benefits](#) for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until current vacancies have been filled. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Applicants are encouraged to apply on-line at [apply online](#) or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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