



## EMPLOYMENT OPPORTUNITY

# DEPUTY COUNTY COUNSEL I/II/III

### SALARY AND BENEFITS

Level I: \$29.98-\$36.21 hourly, plus benefits package

Level II: \$32.94-\$39.80 hourly, plus benefits package

Level III: \$36.21-\$43.77 hourly, plus benefits package

### FILING DEADLINE

5:00 p.m. January 18, 2019

### DUTIES AND RESPONSIBILITIES

*The Deputy County Counsel provides legal advice and services to County departments, acts for the County Counsel at his direction, and acts as trial advocate in civil litigation at all levels of the court. The major duties of the job include:*

- Confer with and advise County officers and employees on legal questions pertaining to their respective powers, duties, functions and obligations.
- Attend meetings of boards and commissions. As requested, act as legal advisor for County offices.
- Prepare formal legislative measures, contracts, leases, conveyances and other legal documents.
- Study, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions and trial briefs.
- Prepare pleadings and other papers related to suits, trials, hearings and similar legal proceedings.
- Make decisions concerning the advisability to prosecute, compromise or dismiss civil litigation subject to civil suits in all State and Federal courts.
- Assemble and evaluate evidence and secure and interview witnesses.
- Perform a wide variety of legal research.
- Build and maintain positive working relationships with co-workers, and other County employees, outside counsel and the public using principles of good customer service.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

***Education and Experience:*** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Deputy County Counsel I:** No experience is required; however, applicants must demonstrate some minimum level of knowledge and abilities.

**Deputy County Counsel II:** A minimum of one year of experience as a Deputy County Counsel I, or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the County Counsel. Three years of

experience in the general practice of law may be substituted for the one year of Deputy County Counsel I experience.

**Deputy County Counsel III:** A minimum of one year of experience as a Deputy County Counsel II, or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the County Counsel. Four years of experience in the general practice of law may be substituted for the two years of deputy County Counsel II experience.

***Licenses and Certifications:***

Active membership in the California State Bar Association.

Possession of or the ability to obtain and maintain a valid California Driver's License.

Within six (6) months of appointment, shall meet the minimum standards of competency for Attorneys representing parties in juvenile dependency matters as provided in Rule 1438 of the California Rules of Court and Lassen Superior Court Local Rule 3.B.



**SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

**HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application may be obtained from the Personnel Office listed below or by visiting our website at: <http://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

 (530) 251 -8320 

Opened December 20, 2018

** GENERAL INFORMATION **

Lassen County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States. A thorough background investigation will be conducted after an employment offer is made and accepted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information. All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process. Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.