

# Assistant County Counsel

Stanislaus County



**Apply by March 13, 2019**

**Oral examinations are tentatively scheduled for the week of March 18, 2019**

The Assistant County Counsel is an at-will management position that acts for the County Counsel during absences or as required. This position performs civil legal work related to County government, supervises the work of departmental attorneys, and performs legal research. This individual acts independently on assigned cases and other projects, and is assigned the most difficult, complex and critical duties. Performs related duties as required.



# About the Community

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to Stanislaus State University, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

# About the Department

The County Counsel office serves as the chief legal counsel for the Board of Supervisors, all County offices, departments and commissions. The Office is responsible for providing legal advice and written opinions on matters that impact the operation of County government jurisdictions. The County Counsel's Office also represents the County in litigation and preparation of agreements, contracts, resolutions and ordinances for the Board of Supervisors.

The Office regularly handles personnel matters, election matters, bond issues, trial and appellate litigation concerning child welfare practice, public social services, condemnation proceedings, Public Administrator matters, public guardianship and conservatorship matters, and tax cases, as well as keeping current with all Attorney General Office opinions, case decisions and legislative changes impacting the County.

## Compensation and Benefits

**\$121,180.80—\$181,792.00  
Annually**

- Excellent retirement benefit (2% at approx. age 61 formula)
- Health Plan coverage for employee and dependents (health, dental, vision)
- County paid Deferred Compensation at 1.5% of base salary
- Two weeks annual vacation accrual upon entering County service (after completion of two year's service, three weeks of annual vacation; after completion of 10 year's service, four weeks of annual vacation; after completion of 20 year's service, five weeks of vacation per year).
- 32 additional vacation hours annually
- 60 hours management leave per year (does not carry over)
- 96 hours of sick leave annually
- 10 paid holidays annually
- \$900 annual Professional Development reimbursement
- Term life insurance
- Disability protection
- Automobile allowance
- Portion of out-of-area moving expenses

For a complete summary of all benefits, please visit our Human Resources webpage at <http://www.stancounty.com/personnel> and select "Employee Benefits" under "Related Links" on the right-hand side of the screen



## TYPICAL TASKS

- Supervise and assist staff members in inter-related casework assignments;
- Review complex and unique assignments with subordinates;
- Confer with, advise, and prepare opinions for County, and special district boards, officers and employees on legal questions pertaining to their duties, powers, functions, actions and responsibilities;
- Prepare cases before courts and administrative boards, commissions such as the Board of Equalization, the Planning Commission, and Local Agency Formation Commission, and prepare pleadings and other papers in connection with such cases;
- Draft ordinances, resolutions, contracts, leases, deeds and other legal documents;
- Attend meetings of boards, commissions, and committees and give legal advice as requested; and
- Act for the County Counsel in his/her absence.

## SKILLS & ABILITIES

- Assist in the planning and administration of the County Counsel's Office;
- Counsel and advise the Board of Supervisors, County officers, County boards, commissions and administrative bodies on legal matters;
- Represent the County's legal interest in a persuasive manner;
- Perform legal research work;
- Analyze and apply legal principles and precedents to legal problems;
- Present statements of fact, law, and arguments clearly and logically;

- Draft rules and regulations and proposed legislative measures
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of administration, supervision and training;
- Office administration functions, including budgetary controls;
- Prepare and deliver oral presentations;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Exercise good judgement, make sound decisions on the most complex legal work and in dealing with difficult people;
- Analyze situations accurately and adopt on effective course of action;
- Work independently with little direction;
- Train, supervise and evaluate personnel; and
- Assign and review the work of others.

## KNOWLEDGE

- Leading and/or managing projects or work groups.
- Legal principles and their application;
- Legal research methods;
- Practice and procedures of courts and administrative agencies of the State of California;
- Principles and practices of supervision; and
- The principles of administrative and constitutional law.

## DESIRABLE QUALIFICATIONS

- Experience with supervising the work of attorneys, monitoring the assignment of cases and the distribution of workload, hearing dates, schedules, and dates by which actions must be taken in pending matters;
- Experience directing the litigation of the most complex and controversial cases;
- Drafting of ordinances, legislation, and resolutions;
- Providing legal counsel on a variety of County government functions;
- Directly advising legislative bodies;
- Fair, unbiased, compassionate, and inspires trust and confidence;
- Experience in public contracting and procurement practices; conflicts of interest, Brown Act and Public Record Act; taxes, fees and assessments; construction law; real property; Subdivision Map Act; development impact fees; eminent domain; nuisance abatement; inverse condemnation laws and land use principals.

## MINIMUM QUALIFICATIONS

- Four (4) years of progressively responsible experience in the practice of law, including extensive civil work (**Note:** experience must include at least one (1) year in an administrative or supervisory capacity; **AND**
- Continuous and active Membership in the State Bar of California for no less than four (4) years.

Must possess and maintain a valid California Driver's License at the time of appointment.



## CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

## EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital statuses, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

## APPLICATION PROCEDURES/ FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a complete application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

## APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits any other information regarding this position may be found on Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum and Understandings, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."

# clubwellness

The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to [www.myclubwellness.com](http://www.myclubwellness.com)

