

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2000
SALARY SCHEDULE: #80
SCHOOLS LEGAL SERVICE SERIES
CLASSIFIED SCHOOLS LEGAL SERVICE – OVERTIME EXEMPT
CODE: 1,2,6,8**

ASSISTANT GENERAL COUNSEL

DEFINITION

Under direction, assists the General Counsel in managing Schools Legal Service and directing the work of its staff, provides legal advice and representation to clients of Schools Legal Service, and acts for the General Counsel in his/her absence.

EXAMPLES OF DUTIES

Serves as a key member of Schools Legal Service management team;

attends meetings of the SLS Board;

assists in the development and management of the SLS budget;

assumes responsibility for assignment and supervision of matters;

performs sensitive and difficult legal work;

provides guidance and assistance to professional staff;

provides guidance and assistance to the Legal Assistant/Law Office Manager;

confers with and advises clients on legal issues, including matters relating to labor relations and collective bargaining;

prepares formal legal opinions;

drafts and reviews resolutions, contracts, leases, conveyances and other legal documents;

prepares pleadings and other papers in connection with lawsuits, trials, hearings, appeals and other legal proceedings;

performs a wide variety of legal research and prepares briefs;

prepares and conducts litigation and represents clients in appearances in state and federal court, before administrative agencies and tribunals, including arbitration, and before legislative bodies;

attends meetings of school boards and other client bodies to give advice and/or to represent the administrative staffs of those agencies;

prepares and presents materials in workshops for clients on legal matters;

provides timely and accurate timekeeping information regarding services provided to clients and other office activities;

meets any requirements set by the General Counsel concerning billable hours;

performs related duties as required or assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of duties, powers, limitations and authority of SLS and its attorneys and other staff;

principles of civil law and their application to governmental agencies;

public educational budgetary principles and practices;

public educational organization, supervision, and management practices, techniques, and principles;

legal principles, including civil, constitutional and administrative law;

legal research methods, rules of evidence and conduct of court and agency proceedings;

basic office methods, practices and procedures;

standard English usage, spelling, grammar and punctuation;

legal time and billing systems;

safe work practices.

Ability to:

Perform the duties identified above;

supervise and motivate staff in a positive and effective manner;

make decisions and solve problems effectively and efficiently;

respond promptly to requests of clients;

provide needed information, assistance, training, materials and resources;

plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established time-lines including maintaining accurate records and files;

maintain an orderly work environment and perform tasks in a prescribed and safe manner;

establish and maintain cooperative and professional working relationships with those contacted during performance of job duties;

maintain and improve professional skills and knowledge;

be flexible and receptive to change;

understand and apply principles, techniques and procedures required for effective job performance;

negotiate contracts, agreements and settlements;

draft contracts and legal instruments;

research and prepare opinions, resolutions and policies;

analyze difficult and complex legal problems and apply legal principles and practices;

prepare, present and conduct cases of law, equity and appeals effectively;

present statements of fact, law and argument clearly and logically in written and oral form;

prepare and implement a comprehensive business plan to ensure resources are directed to client needs and to effectively market available services to existing and former clients, and to the extent approved by the governing board, to prospective new clients;

work cooperatively and effectively with other SLS staff, clients and other client representatives to advocate and protect the interests of clients;

travel as necessary to perform the duties of the position;

use, or learn to use, a computer for preparation of letters and documents and conduct legal research using on-line and electronic library resources.

Experience:

Nine years of progressively responsible experience as an attorney representing clients in public or private practice and such other experience which would demonstrate possession and utilization of the required knowledge and abilities identified above.

Education:

Graduation from an accredited law school.

Condition of Employment:

Current active membership in the State Bar of California;

proof of insurability for professional malpractice;

some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of one year.

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