

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2008
SALARY SCHEDULE: #43
RANGE: 0004
SCHOOLS LEGAL SERVICE SERIES
CLASSIFIED SCHOOLS LEGAL SERVICE
CODE: 1,2,6,8**

LEGAL COUNSEL III / ADMINISTRATOR OF FACILITY SERVICES

DEFINITION

Under direction of the General Counsel, provides legal advice and representation to clients of Schools Legal Service.

EXAMPLES OF DUTIES

Confers with and advises clients on legal issues;

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 state and federal court, before administrative agencies and tribunals, 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;

may represent clients in (1) negotiations with employee organizations, (2) grievance proceedings, including arbitrations, and (3) related labor proceedings;

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;

responsible for the administration of the Schools Facility Services Joint Powers Authority (JPA);

provides all services per JPA agreement for members;

performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Duties, powers, limitations and authority of Schools Legal Service and its attorneys;

principles of civil law and their application to governmental agencies;

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;

safe work practices.

Ability to:

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 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;

work cooperatively and effectively with other Schools Legal Service 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:

Five years of progressively responsible experience as an attorney representing clients in public or private practice.

Education:

Graduation from an accredited law school.

Other Requirements:

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 has a probationary period of one year.

ST:rw

6/23/08

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New position created from Legal Counsel III information and other additions.