

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JUNE 2000**  
**SALARY SCHEDULE: #43**  
**RANGE: 0004**  
**SCHOOLS LEGAL SERVICE SERIES**  
**CLASSIFIED SCHOOLS LEGAL SERVICE**  
**CODE: 1,2,6,8**

### **LEGAL COUNSEL III**

#### **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;

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.

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9/28/05 Slight Revisions Made

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