

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2018
SALARY SCHEDULE: #80
CLASSIFIED SCHOOLS LEGAL SERVICE – OVERTIME EXEMPT
CODE: 1, 2, 6, 8**

ASSISTANT GENERAL COUNSEL

DEFINITION

Under the direction of the General Counsel, plan, organize, implement and control assigned functions in managing Schools Legal Service (SLS) and directing the work of its staff, provide legal advice and representation to clients of Schools Legal Service, and act for the General Counsel in his/her absence.

EXAMPLES OF DUTIES

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

attend meetings of the SLS Board of Directors;

assist in the development and management of the SLS budget;

assume responsibility for assignment and supervision of matters as directed;

coordinate the work of one or more practice groups, as assigned;

advise the General Counsel regarding use of resources, priorities, program opportunities and methods to enhance the delivery of services to clients;

evaluate staff as assigned and assist the General Counsel with sensitive internal personnel matters;

perform sensitive and difficult legal work;

provide guidance and assistance to professional staff;

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

prepare formal legal opinions;

draft and review resolutions, contracts, leases, conveyances and other legal documents;

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

perform a wide variety of legal research and prepare briefs;

prepare and conduct litigation and represent clients in appearances in state and federal court, before administrative agencies and tribunals, including arbitration, and before legislative bodies;

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

prepare and present materials in workshops for clients on legal matters;

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

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

plan, organize, develop and direct a variety of programs, goals and objectives relating to the functions assigned;

perform related duties as required or assigned.

QUALIFICATIONS

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;

participate in planning and execution of strategic planning and business development efforts;

assist the General Counsel in preparing and implementing 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 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:

Seven 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.

Experience in education law desired.

Education:

Graduation from an accredited law school.

Conditions 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 possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

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

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9/11/18

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