

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JANUARY 2024  
SALARY SCHEDULE: #81  
CLASSIFIED SCHOOLS LEGAL SERVICE – OVERTIME EXEMPT  
CODE: 1, 2, 6, 8**

**LEAD COUNSEL**

**DEFINITION**

Under direction of the General Counsel, perform legal work of above average complexity and difficulty in providing representation to clients of Schools Legal Service. Assist with the planning, organizing, and managing of assigned functions within Schools Legal Service (SLS), including directing the work of assigned staff and mentorship and assistance to attorneys within the office.

**EXAMPLES OF DUTIES**

Confer with and advise clients on legal issues in the designated practice area and as otherwise assigned;

serve as a key member of the Schools Legal Service management team;

plan, coordinate, and conduct internal attorneys' meetings;

attend meetings of the SLS Board of Directors;

assist in the development and management of the SLS budget;

coordinate case assignments and supervise assigned attorneys in their legal work;

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

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

prepare formal legal opinions on complex legal problems;

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 prepares briefs;

prepare and conduct litigation and represent clients in difficult or complex matters before state and federal courts, administrative agencies and tribunals, including arbitration, and before legislative bodies;

attend meetings of governing 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 and participate in the development of regular training calendars in the area of practice or as assigned;

provide regular notifications regarding legal developments and matters of current interest to clients;

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;

perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

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

safe work practices.

### Ability to:

Perform the duties identified above;

work on complex, difficult, and sensitive legal matters in a highly competent and professional manner, including, but not limited to civil and administrative litigation and communication and interaction with governing boards, with only general supervision.

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 timelines including maintaining accurate records and files;

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

establish and maintain collaborative, cooperative and professional working relationships with those contacted during performance of job duties, including fellow staff members, client personnel and others;

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 complex contracts, agreements and settlements;

draft complex 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;

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 (5) 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.

Three (3) years of experience emphasizing government, trial practice or administrative law is preferred.

Prior supervisory experience and in particular supervising attorneys is preferred.

Education:

Graduation from an accredited law school.

Other requirements:

Current active membership in the State Bar of California.

Proof of insurability for professional malpractice.

Conditions of employment:

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.

CP:rn

11/7/2023

G:\Lead Counsel.docx