

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED OCTOBER 2014
SALARY SCHEDULE: #42
CLASSIFIED SCHOOLS LEGAL SERVICE – OVERTIME EXEMPT
CODE: 1, 2, 6, 8**

ASSOCIATE COUNSEL

DEFINITION

Under direct supervision when required and otherwise under general direction of the General Counsel or designee, provide legal advice and representation to clients of Schools Legal Service. Incumbents in this job classification work on more general or routine legal matters under the general supervision and guidance of the General Counsel or other more senior attorneys. This classification is distinguished from the Senior Associate Counsel classification by the lesser complexity and sensitivity of most projects assigned and the increased degree of supervision.

EXAMPLES OF DUTIES

Confer with and advise clients on legal issues of a general nature.

Complex matters such as teacher dismissals and special education cases involving complex disabilities or those involving multiple agencies will not be assigned or will be assigned only with direct supervision.

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;

with supervision appropriate to the complexity and sensitivity of the matter, 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 as directed;

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;

maintain regular and proactive communication with clients concerning cases or matters handled;

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;

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 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 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:

Two years' prior experience as an attorney representing clients in public or private practice (experience as a paralegal or law clerk may be substituted for up to one year in practice as an attorney).

Education:

Graduation from an accredited law school.

Other requirements:

Current active membership in the State Bar of California.

Conditions of employment:

Must be eligible for malpractice insurance coverage.

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.

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.

TS: gs

5/22/2015

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