

ASSISTANT GENERAL COUNSEL

Definition:

Under administrative direction of the General Counsel, to represent public school clients in all legal matters and to perform related duties as assigned.

Distinguishing Characteristics:

Employees in this classification routinely exercise independent judgment guided by law, and occasionally exercise considerable independent judgment in providing legal services to the contracting school agencies.

Supervision Exercised and Received:

The incumbent reports directly to the General Counsel and may supervise other classified staff.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Assists the General Counsel and under his/her direction serve as legal counsel to contracting school districts;
- Advises the County Committee on School District Organization on its duties and procedures as provided for by the Education Code;
- Advises the Personnel Commission on legal aspects of items affecting the Merit System, including employment, tenure and dismissal of certificated and classified personnel;
- Gives direct legal advice to school districts that have contracted for such matters;
- Prepares and conducts litigation and represents contracting districts in collective bargaining with employee organizations;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Duties, powers, limitations and authority of public school entities;
- Principles of civil law and their application to governmental subdivisions;
- Legal principles, including civil constitutional and administrative law;
- Legal research methods, rules of evidence and conduct of court proceedings;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;
- Safe work practices.

Ability to:

- Respond promptly to requests of all 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 cooperative working relationships with those contacted during performance of job duties;
- Interpret, understand and apply information from labor contracts, merit rules, and federal, state and local laws and regulations.
- Must be able to write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.
- 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 employee organization contracts;
- Draft contracts and legal instruments;
- Research and draft opinions and sample district policies;
- Analyze difficult and complex legal problems and apply legal principles and practices;
- Prepare, present and conduct cases of law, equity and appeals thereof effectively;
- Present statements of fact, law and argument clearly and logically in written and oral form.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Graduation from an accredited law school.

Experience:

- Six (6) years of appropriate legal practice subsequent to membership in the State Bar.
- At least four (4) years of experience in California county/municipal or school law is desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking and standing
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Some positions may require occasional lifting of 30 lbs. without assistance.

Other Requirements:

- Provide proof of active membership in the State Bar of California.
- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.