ASSOCIATE 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 regularly exercise considerable independent judgment in providing legal services to the contracting school agencies. Employees in this classification may be assigned and stationed in a county other than Sonoma.

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;
• 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:**

• Eight (8) years of appropriate legal practice subsequent to membership in the State Bar.
• At least five (5) years of experience in California county/municipal or school law is desirable.

**Physical Demands**

• 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:**

• Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCO E, 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.

**Special Assignments:**

• Serves as the lead attorney for a County Office.
• Supervises attorneys in a specialty area such as special education.
• Supervises a regional legal office, when assigned.