
GENERAL COUNSEL

Definition:

This is the chief attorney position for School and College Legal Services of California. The incumbent is responsible for all legal services provided by School and College Legal Services of California to all contracting agencies.

Distinguishing Characteristics:

This classification is the highest level position within the legal services series and is a senior management position. The incumbent exercised considerable independent judgment on a daily basis.

Supervision Exercised and Received:

This position exercises supervision over all legal office personnel, and reports to the Joint Powers Board.

Examples of Duties and Responsibilities:

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

- Supervises and manages a public law office.
- Prepares, presents and conducts cases of law, equity and appeals thereof
- Gives direct legal representation and advise to contracting agencies; advises on legal matters pertaining to their duties and functions;
- Provides legal direction in the area of personnel, collective bargaining, student services, public contracts, school finance, organization of school districts and school administrators;
- Performs other duties as required to accomplish the objectives of the position.

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;
- Requires sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- 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;
- Draft contracts and legal instruments;
- Research and draft opinions;
- 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;
- Supervise and manage a public law office.

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:

- Seven (7) years of professional legal experience in California public school or community college law.
- Litigation experience 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, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- 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.

Work Environment:

The following conditions may be present:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- 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.