

SENIOR 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 in addition to their normal legal work are assigned at least one of the following: assisting other attorneys in complex legal issues, practicing a unique area of expertise such as litigation; acting as a lead attorney overseeing the work of other attorneys; and/or supervising a regional office, including supervision of other attorneys. 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 attorneys and/or support 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;
- Provides workshops for clients on a variety of legal topics, when assigned.
- Assists other attorneys with complex legal issues and may review the work of other attorneys as assigned.
- Serves as the lead attorney in the area of litigation, as assigned.
- Supervises a regional legal office, including supervision of other attorneys, when assigned.
- 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:

- A specialized area of law such as special education, litigation, or the complex legal issues pertaining to the operation of a County Office or very large school district;
- Supervision, evaluation, and management techniques;
- 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;
- Litigation, court procedures, and administrative hearing procedures, if assigned to litigation.
- Safe work practices.

Ability to:

- Effectively deliver legal information in a workshop setting, hearing, or courtroom;
- 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.
- 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:

- Ten (10) years of appropriate legal practice subsequent to membership in the California State Bar, of which at least eight (8) years are experience with School and College Legal Services, or equivalent public school legal experience in California.
- Prior supervisory or management 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 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.