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**SCHOOLS LEGAL COUNSEL**

**Definition:**

Under appointment pursuant to Sections 35041.5 and 1298 of the Education Code of California and under general supervision, to perform a variety of professional legal work in all legal matters; to provide legal advice and representation to the Sonoma County office of Education and contracting school districts and to perform related duties as assigned.

**Distinguishing Characteristics:**

This is the entry-level attorney classification in the School and College Legal Services of California office.

**Supervision Exercised and Received:**

The incumbent is responsible to the General Counsel. Incumbents receive close supervision in their initial assignments. As experience with school law is gained, incumbents will work more independently.

**Examples of Duties and Responsibilities:**

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

- Confers with and advises the Sonoma County Office of Education and school district clients on legal issues;
- Prepares formal opinions as to the legality of action;
- Drafts and reviews resolutions, contracts, leases, conveyances and other legal documents;
- Prepares pleadings and other papers in connection with lawsuits, trials, hearings and other legal and administrative proceedings;
- Performs a wide variety of legal research and prepares briefs;
- Performs related duties as assigned.

**Employment Standards:**

***Knowledge of:***

- Specialized area of law, such as special education, student discipline, personnel;
- Duties, powers, limitations and authority of California public agencies;
- Rules of evidence and the conduct of court proceedings;
- Legal principles and their application in administrative law;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;
- Safe work practices.

***Ability to:***

- Respond promptly to requests of internal and external 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 a 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;
- Present statements of fact, law and argument clearly and logically in written and oral form;
- Prepare, present and conduct cases of law in court, administrative proceedings, and on appeal;
- Research, analyze and draft opinions, sample district policies, contracts and legal instruments;
- Learn to work with the California Education Code, the California Code of Regulations, the California Government Code and the California Public Contract Code.

**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:**

- Experience in California county/municipal or school law is desirable.
- Experience in working in a legal office, which serves schools/school districts and/or other related governmental operations is desirable.

**Other Requirements:**

- Provide proof of active membership in the State Bar of California or indication of recent passage of State Bar of California examination.
- 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.