



**MEMORANDUM**  
OFFICE OF THE  
**COUNTY EXECUTIVE OFFICE**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer  
By: Ronald Baker, Sr. Administrative Services Officer *R. Baker*

DATE: October 24, 2006

SUBJECT: Approve a Change in the Specification for Senior Deputy County Counsel

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**ACTION REQUESTED**

Approve the attached specification change for the classification of Senior Deputy County Counsel.

**BACKGROUND**

The Senior Deputy County Counsel is in the unclassified service. A review of the current specification by the County Counsel, Personnel, and County Executive Office Departments indicates the need to update the specification to correctly reflect experience in lower classifications.

In 2000, your Board changed the specification for the Deputy County Counsel I/II to add levels III and IV. Since the Senior Deputy County Counsel specification references qualifying experience as a Deputy County Counsel, it is necessary to modify the specification to reference these two additional levels.

Other changes include minor wording additions and deletions for consistency with later revised specifications.

**FISCAL IMPACT**

There is no fiscal impact to the proposed changes to the specifications for Senior Deputy County Counsel.

Attachment: Specification for Senior Deputy County Counsel

**SENIOR DEPUTY COUNTY COUNSEL**  
**(Unclassified)**

**DEFINITION**

To assist the County Counsel in providing legal advice and services to County and district officers and employees; to act for the County Counsel at his/her discretion; to act as trial advocate in civil litigation at all levels of court; to perform the more difficult and complex legal work in the Office of County Counsel; and to exercise technical and functional supervision over professional and clerical staff.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Deputy County Counsel series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing policy level advice and legal services to County management and exercising technical and functional supervision over professional and clerical staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the County Counsel and may receive technical and functional supervision from the Chief Deputy County Counsel.  
Exercises technical and functional supervision over professional and clerical staff.

**EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Train and lead subordinate staff.  
Provide policy level advice and legal services to County management on important issues requiring a high level of experience and expertise.  
Confer with and advise County and district officers and employees on legal questions pertaining to their respective powers, duties, functions and obligations.  
Attend meetings of boards and commissions.  
As requested, act as legal advisor for County offices.  
Prepare formal legislative measures, contracts, leases, conveyances and other legal documents.  
Study, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions and trial briefs.  
Prepare pleadings and other papers related to suits, trials, hearings and similar legal proceedings.

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Make decisions concerning the advisability to prosecute, compromise or dismiss civil litigation subject to civil suits in all State and Federal courts.

Assemble and evaluate evidence and secure and interview witnesses.

Perform a wide variety of legal research.

Build and maintain positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- The principles of civil, constitutional and administrative law.
- Responsibilities, powers and statutory limitations of the County Counsel's office.
- Federal and State statutes and County ordinances and rules and regulations pertinent to assigned cases.
- ~~Policies and procedures of the County Counsel's office.~~
- Judicial procedures and rules of evidence.
- Principles and practices of case development and management.
- Principles, methods, materials and practices of legal research.

### Ability to:

- ~~On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; and explain relevant policies, procedures and matters of law to County officers, employees, outside counsel and the general public.~~
- ~~On a continuous basis, sit at desk for long periods of time or in meetings; intermittently, walk, stand and bend while going to/from other offices or court and taking files to/from meetings or court; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings, or court proceedings; and lift light weight.~~
- Train, assign, review and evaluate the work of subordinate staff.
- Analyze, appraise and organize facts, evidence and precedents and present such material orally or in writing in clear and logical form; and analyze and appraise a variety of legal documents and instruments.
- Draft legal instruments such as ordinances, resolutions, Board orders and contracts.
- Prepare and present legal cases; and perform legal research.

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- Exercise a high degree of professional judgement and discretion.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interview; handle multiple cases; work with interruption; and deal ~~firmly~~ **objectively** and courteously with the public.
- Analyze situations quickly and objectively and to determine proper course of action.
- ~~Use a computer, calculator, typewriter, telephone, dictation machine, facsimile machine, postage meter, microfilm reader/printer and photocopy machine.~~
- **Work in an office environment and use standard office equipment, including computers.**
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- **Adhere to ethical standards.**
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; and explain relevant policies, procedures and matters of law to County officers, employees, outside counsel and the general public.
- On a continuous basis, sit at desk for long periods of time or in meetings; intermittently, walk, stand and bend while going to/from other offices or court and taking files to/from meetings or court; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings, or court proceedings; and lift light weight.

**Experience and Training**

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

**Experience:**

Three Two years of responsible professional legal experience performing duties similar to a Deputy County Counsel H IV with Placer County.

**Training:**

Equivalent to a Juris Doctorate from an accredited law school.

**License or Certificate:**

- Admission to practice before State and Federal courts.
- Active membership in the California State Bar Association.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

