

Monterey County is an Equal Opportunity Employer and a Drug-Free Workplace



The County of Monterey
Invites your interest for the position of

DEPUTY COUNTY COUNSEL III

\$7,821-\$10,632/Monthly

Final Filing Date: July 11, 2017
Priority Screening Date: June 27, 2017
Exam #17/39B22/06IE

All application material must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as-needed basis until the position is filled. A list of eligible candidates will be established to fill current and future vacancies as they arise.

SUMMARY OF POSITION

The County Counsel's Office renders professional, practical and trustworthy legal services to the County of Monterey, including the Board of Supervisors and all County offices, departments, boards, and commissions. In addition, the Office provides legal services to various other public entities, including the Water Resources Agency of Monterey County, the Local Agency Formation Commission, the Transportation Agency for Monterey County, and special districts. The guiding principles of the office are to enable its clients to realize their goals within the bounds of the law, to be zealous advocates for clients and to act in a courteous, ethical and honorable manner. Assignments increase in complexity as the employee gains experience, knowledge and advances in the office. The office is looking for an experienced attorney with a primary focus on land use law. Assignments may include transactional, advisory and litigation, as well as matter from the non-land use divisions.

The Deputy III position is the advanced journey level class characterized by assignments involving a full range of duties requiring technical or functional expertise and/or performance of specialized duties in a highly independent manner. This class is distinguished by the incumbents' capability to consistently and independently handle difficult civil cases which involve complex legal research and interpretation of facts and law. Typical assignments in this class require a high degree of initiative, skill and specialized legal knowledge and/or acting as a legal advisor to a large County department or special district.

This class differs from the next higher class of Deputy County Counsel IV in that the level IV performs specialized civil legal work of considerable complexity with occasional instruction and generally without supervision. This class differs from the next lower class of Deputy County Counsel II in that the level II performs civil legal work of average difficulty involving general instruction and general supervision.

For a complete job descriptions of these two positions, visit our website at:
<http://www.co.monterey.ca.us/personnel/specifications.asp>.

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SIGNIFICANT DUTIES

- Confers with and advises officer and employees of the County, and County related special districts and agencies, on a variety of legal questions pertaining to their respective powers, duties, functions, obligations, procedures, and operations
- Attends meetings of boards or commissions as requested to give both oral and written legal counsel and advice
- Prepares legal briefs; drafts, reviews and approves contracts, deeds, leases, ordinances, resolutions, and similar legal documents
- Studies, interprets and applies statutes, regulations, court decisions, and legal authorities in the giving of legal advice, written opinions and the preparation of cases, pleadings and briefs
- Represents the County, its officers and employees in more complex lawsuits by or against the County in federal and state courts, before Administrative agencies and in arbitration
- Conducts discovery, examines and interprets evidence, and makes tentative decisions concerning advisability to prosecute, compromise, and/or dismiss civil litigations; handles pretrial hearings and settlement conferences; prepares briefs and pleadings in both trial court and appellate matters

THE IDEAL CANDIDATE

The ideal candidate will have a proven track record demonstrating his/her knowledge of:

- Municipal law.
- Principles of California and federal civil, constitutional and administrative law, especially as they pertain to California government entities, and California and federal civil procedure
- Rules of Professional Responsibility for the California State Bar.
- Trial, appellate, and civil writ procedure and practice, including discovery.
- Principles, methods, and materials of legal research.

The successful applicant will have the skill and ability to:

- Analyze and appraise a variety of complex legal problems, documents and instruments, and give sound advice and devise appropriate plan of action based thereon
- Prepare and review a variety of legal documents such as ordinances, resolution, board orders, staff reports, and complex contracts
- Establish and maintain confidential relationships with both County officials and legislative bodies of outside agencies for which the office of the County Counsel provides legal services
- Analyze, appraise and organize facts, evidence and precedents, and present such materials clearly and concisely, either in oral or in written legal form

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Possess and active membership in the State Bar of California.
- Possess a valid California driver's license.

Desirable Qualifications

- Admission to practice law before the Federal District Court(s) and the Federal Court of Appeals for the Ninth Circuit.

BENEFITS

This is an exceptional career opportunity for a qualified attorney who seeks a position in local government. In addition to the salary, the County offers a premium benefit package that includes 23 days of paid time off, 10 holidays/year; health, dental, vision, life insurance, and CALPERS retirement.

Please refer to link: <http://www.co.monterey.ca.us/personnel/benefits.html> for more information about benefits provided to County Counsel Employee Association (G unit) positions.

APPLICATION & SELECTION PROCEDURES

- The selection process is tentative and applicants will be notified if changes are made.
- **The competitive process includes submittal of required application materials: a completed Monterey County Application and responses to the Supplemental Questions.**
- For a guaranteed review, all application materials must be received in the Human Resources office by **Final Filing Date: Tuesday, July 11, 2017; Priority Screening Date: Tuesday, June 27, 2017.**
- Applicants who fail to complete a County Application and response to Supplemental Questions will not be considered for this position. Resumes will not be accepted in lieu of required application materials.
- Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination, and/or written examination.

APPLICATIONS MAY BE OBTAINED FROM AND SUBMITTED TO:

County of Monterey, Human Resources
Attn: Irene Espinoza, Human Resources Analyst
168 West Alisal Street, 3rd Floor, Salinas, CA 93901
Email: espinozai@co.monterey.ca.us
Phone: (831) 755-5129

Or APPLY ON-LINE at:

<http://agency.governmentjobs.com/montereycounty/default.cfm>

Special Notes:

- If you believe you possess a disability that would require test accommodation, please call Human Resources at (831) 755-5129.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.

