

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 IV

\$9,764-\$13,293/Monthly

Final Filing Date: July 11, 2017

Priority Screening Date: June 27, 2017

Exam #17/39B23/06IE

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 IV position is the second highest level class in the Deputy County Counsel series. Attorneys in this class are responsible for one or more specialized legal areas or special function(s) and are expected to carry out legal work without direction except as new or unusual circumstances require. This class differs from the next higher class of Senior Deputy County Counsel in that a Senior Deputy supervises a major legal division in the County Counsel's Office and has responsibility to assign cases, balance workload among attorneys, provide policy direction and coordination, discuss strategy and approach in litigation, review complex legal submissions and proposed settlements, and evaluate the productivity and performance of staff. This class differs from the next lower class of Deputy County Counsel III in that the Grade III class performs civil legal work of considerable difficulty involving professional and administrative legal advisory work with occasional 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

The successful applicant should have the skills and ability to:

- Confers with and advises officer and employees of the County, and County related special districts and agencies, on complex legal questions pertaining to their respective powers, duties, functions, obligations, procedures, and operations that have broad implications for the County and its related entities
- Prepares legal briefs; drafts complex contracts, deeds, leases, ordinances, resolutions, and similar legal instruments
- Develop and give legal advice regarding resolution of problems that may have far-reaching implications on County operations and programs
- Conduct with discovery, examine and interpret evidence, and prosecute on behalf of or defend the County, its officers and employees in the most complex and important civil cases
- 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
- Recommend and/or develop and administer policies and procedures related to the assigned program area
- Exercise sound independent and sound judgement within established policy and procedural guidelines, and coordinate and schedule assignments between courts and departments
- Monitor current and proposed Federal, State and local legislation which impact on assigned area of responsibility

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.

In addition to the duties listed above:

- Administration of governmental tort claims, public liability and/or Workers' Compensation claims.
- Federal and California labor, employment and equal employment opportunity law.
- Taxes, assessments and fees of local government.
- Public contract preparation and administration, including construction contracts.
- County operations and practices, including the Sheriff's department, the County hospital, Health department, Social Services, the Registrar of Voters, and the administration of Courts.
- Principles and practices of personnel management, including supervision, training, evaluation and discipline
- Computer systems and applications
- Parliamentary procedures.

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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.

Monterey County
SUPPLEMENTAL QUESTIONS
DEPUTY COUNTY COUNSEL IV

If you are not applying on-line:

Please number your responses on a separate piece of paper. Include your name and the title of the position for which you are applying at the top of the page.

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to this question. Failure to provide a complete response to this question will eliminate you from further consideration. **Your response to the questions is an integral part of the selection process.**

I have read and understand the supplemental questions instructions.

1. Please describe your experience with and knowledge of the California public employment and non-discrimination law.

2. Please describe your experience with and knowledge of California public contract law and your general experience with transactional matters.

3. Please describe your litigation experience, if any.

4. Please describe your participation or work on a special project, for example a bond issuance, redevelopment project, municipal construction project, or similar.

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