

# Temporary Employment Opportunity

## DEPUTY COUNTY COUNSEL I or II - Extra Help

*There is currently one vacancy that will be filled at either the Deputy County Counsel I or II level depending upon qualifications.*

Level I: \$37.36 Per Hour

Level II: \$41.09 Per Hour

### County Counsel Office

(This position is currently up to 24 hours per week)

*Please indicate "Extra Help" in addition to the job title on your application*

**Apply Immediately!**

This recruitment will close without notice  
upon receipt of a sufficient number of applications.

## **HOW TO APPLY**

Eligible applicants are **REQUIRED** to apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Applicants are also invited to attach any additional information in resume form.

For additional information, please visit our website at [www.suttercounty.org](http://www.suttercounty.org)

Or contact

### **Sutter County Human Resources**

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

## **SELECTION PROCEDURE FOR EXTRA HELP POSITIONS**

**Extra Help positions are on an as need basis and there is no guarantee of interview or appointment.**

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references will be conducted prior to appointment.

**Please Note:** Referral of applications to the Department does not guarantee an interview. Applicants may or may not hear from the Department.

*Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.*

*The above information is general in nature and does not constitute an expressed or implied contract.*

**Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.**

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.

## DEPUTY COUNTY COUNSEL I

### *DEFINITION*

Under close direction, provides a wide range of legal services; advises county departments, officials, and special districts; represents the County in court proceedings; performs other related duties as required.

### *CLASS CHARACTERISTICS*

This classification is the entry and trainee level in the Deputy County Counsel class series for attorneys with or without previous legal experience. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. As experience accrues, the incumbent performs with increasing independence. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow. Significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary. Under supervision, incumbents are expected to handle a wide variety of assigned cases and assignments.

### *EXAMPLES OF DUTIES*

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required or assigned.*

1. Learns to provide and provides oral and written legal counsel to departments, officials, board members, school officials, commissions, special districts and county employees regarding civil liability and the requirements of federal, state and local laws and regulations.
2. Learns to represent and represent the county and special districts in administrative proceedings, civil litigation, and other adjudicatory proceedings, and in conservatorship proceedings (both under the Probate Code and under the Welfare and Institutions Code), capacity hearings, and juvenile dependencies.
3. Researches, analyzes, interprets, and applies statutes, codes, ordinances, court decisions, and legal opinions in the preparation of briefs, opinions, and cases.
4. Composes, writes, and processes legal documents, such as pleadings, briefs, contracts, ordinances, and legislation; ensures that documents are within guidelines established by law.
5. Attends various meetings of boards, commissions and special districts as requested to provide legal advice.
6. Learns to respond and responds to requests for information from elected officials, county employees, departmental staff and special districts; researches legal issues, provides advice and guidance; informs of procedural guidelines.

### *EXAMPLES OF MARGINAL DUTIES*

1. Performs general administrative duties which include making photocopies of documents and forms; maintaining and retrieving files; and other related duties.

## *MINIMUM QUALIFICATIONS*

*Knowledge of:* General knowledge of the principles and application of civil law, legal principles and practices, and legal research methods; duties, powers, and authority of the County Counsel's office; trial and hearing procedures and rules of evidence; statutory and constitutional laws of the United States and the State of California.

*Ability to:* Research, analyze, and apply legal principles, facts, evidence, and precedents to complex legal problems; present statements of law, fact and argument clearly and logically in written and oral form; develop and maintain effective relationships with fellow staff members, departmental representative, county officials, members of policy making bodies, the courts, and the public.

*Education and Experience:* A Juris Doctorate from an accredited law school is required.

### *Special Requirements:*

*Essential Duties require the following physical skills and work requirements:*

Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

*License or Certificate:* Membership in the State Bar of California. Must possess and maintain a valid California State Driver's License.

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| <p>The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.</p> |
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