



# THE COUNTY OF SUTTER

## Invites Applications for

**FINAL FILING DATE:**  
**March 8, 2019**

DEPUTY COUNTY COUNSEL I  
\$6,477 - \$7,902/Monthly

*There is currently one full-time vacancy  
that will be filled at either the I, II or III level, depending on qualifications.  
To be considered, you must apply for each level you believe you are qualified for.*

**THE POSITION:** The Deputy County Counsels Unit receives 13 days of paid Administrative Leave per year in addition to the other paid time off indicated on this flier. Any unused Administrative Leave may be converted as taxable compensation or may be converted to a deferred compensation plan. This position also receives county-paid term life insurance of \$150,000. Occasional evening and rare weekend work is required for this position. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

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.

**JOB DUTIES:** 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; 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; researches, analyzes, interprets, and applies statutes, codes, ordinances, court decisions, and legal opinions in the preparation of briefs, opinions, and cases; composes, writes, and processes legal documents, such as pleadings, briefs, contracts, ordinances, and legislation; ensures that documents are within guidelines established by law; attends various meetings of boards, commissions and special districts as requested to provide legal advice; 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; performs general administrative duties which include making photocopies of documents and forms; maintaining and retrieving files; and other related duties.

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

**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 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 using a computer or use of other office equipment or supplies; ability to operate a motor vehicle.

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

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

**NOTE:** Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

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.

Rev: 02-04-19



## SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

### HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

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

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ [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

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

### EMPLOYEE BENEFITS

**Salary:** New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	<b>2.7 @ 55</b>	<b>8% EE Share by EE</b>	<b>3 @ 50</b>	<b>9% EE Share by EE</b>
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	<b>2 @ 60</b>	<b>7% EE Share by EE</b>	<b>2 @ 50</b>	<b>9% EE Share by EE</b>
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	<b>2 @ 62</b>	<b>6.25% EE Share by EE</b>	<b>2.7 @ 57</b>	<b>11.25% EE Share by EE</b>
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. <b>The County also participates in Social Security.</b>					

**Medical, Dental, Vision and Life Insurance:** The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

**Health Care Spending Account:** Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

**Dependent Care Spending Account:** Designated pretax contribution used to pay for eligible dependent day care expenses.

**Paid Leave Days:** Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

**Disability Insurance:** Sutter County participates in the State Disability Insurance Program.

**Deferred Compensation:** Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

*Note: 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.*

**E-Verify:** This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

*The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.*

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.