

Sacramento County Office of Education Job Description

Classification Title: General Counsel

DEFINITION

Under direction of the Board of Education, Personnel Commission, and County Superintendent of Schools, provides professional legal counsel to the Sacramento County Office of Education and administers legal services for the Sacramento County Office of Education.

DIRECTLY RESPONSIBLE TO

County Superintendent of Schools

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Prepares and renders legal opinions to the Board of Education, Personnel Commission and County Superintendent of Schools and administrative staff as requested; prepares and represents the County Office of Education at administrative law hearings and judicial proceedings; attends and provides legal advice at meetings of the Board of Education, Personnel Commission and such other meetings as the Superintendent directs; provides legal assistance in the drafting of legal documents, Board policy, rules and regulations, resolutions, applications of diverse kinds and other legal or related papers upon request; drafts contracts deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents; keeps abreast of legislation, provides legal assistance in the drafting of state legislation, serves as liaison with legislative advocates, and represents the County Office of Education as an advocate before the legislature in such matters as directed by the Superintendent; represents the County Office of Education at state and county workshops and seminars relating to school legal services and participates in in-service education programs with County Office staff to limit exposure to liability; advises staff concerning student suspension and expulsion, special attendance permits, and other students' rights; conducts legal research and prepares reports of various topics as requested by the Superintendent; attends various negotiating sessions, grievance hearings, administrative hearings, arbitration or appeals and provides legal advice and counsel; reviews County Office of Education contracts as requested; coordinates legal matters with outside counsel; monitors legal services provided to the County Office of Education by outside counsel, prepares pleadings, and handles depositions, interrogatories, pretrial motions, pretrial and settlement conferences, studies and interprets laws, court decisions, ordinances and other legal authorities; develops and conducts staff training sessions and workshops.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of experience and training that would provide the required knowledge and abilities; a Juris Doctorate from an accredited law school; license to practice law in the State of California with preferred experience in educational administration and/or school and labor laws, industrial relations, public administration and business administration and increasingly responsible experience in educational administration.

Knowledge of:

Legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative and business law and procedures; methods, procedures and practices used in the conduct of civil litigation; judicial procedures and rules of evidence; California Education Code, Administrative Codes, and Government Codes; pertinent Federal, State, and local laws, codes, regulations and court decisions relating to education; methods of legal research; evaluation of practical consequences of legal strategies.

Skills and Ability:

Skill in interpreting applicable federal and state laws and county office policies and procedures; skill in conducting information and organizing material into manageable form; skill in applying data collected to resolve problems; skill in formulating recommendations, proposals and counter proposals; skill in preparing and presenting effective written and oral reports, recommendations, district policies and procedures; ability to develop, maintain and coordinate effective relationships with members of the Board of Education, Personnel Commission, management and employee organizations; and skill in analyzing relationships among complex data and/or employee groups; select, supervise, train and evaluate staff.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

Approved by Commission 9/7/04