

# San Joaquin County is recruiting for:



# Assistant County Counsel



**Human Resources**  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: (209) 468-3370  
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**Exempt Recruitment  
Announcement**  
1214-HL1110-EX

## THE POSITION

The Office of the County Counsel is the legal advisor to the County of San Joaquin, providing service that is intelligent, trustworthy, and dedicated to public service. The Assistant County Counsel supports the County Counsel in providing legal services to the Board of Supervisors and works to understand and further the needs and goals of the Board. The Office also provides legal advice to County departments and agencies, County officials, County special districts, and commissions and represents them in matters of County-related litigation. The Assistant County Counsel is responsible for leading and managing the functions, operations and staff of the office in compliance with policies established by the Board of Supervisors and the County Administrator.

### **Key Responsibilities include:**

- ◆ Assisting with and participating in the administration of all activities of the County Counsel's Office; serving as expert legal advisor to County Counsel and other staff
- ◆ Advising County departments and agencies as well as County boards and commissions through oral or written opinions and drafting legal documents and ordinances
- ◆ Studying, interpreting and applying constitutions, statutes, ordinances, court decisions and legal opinions in connection with legal advice, lawsuits and administrative proceedings
- ◆ Acting for the County Counsel in his/her absence. Attending public and closed Board meetings to provide legal advice, opinions, and legal options on a variety of issues

## THE OFFICE

The Office partners with the County Administrator's Office and County departments to find creative legal solutions to implement Board policies and assists the County in fulfilling its mission. The management team includes the County Counsel, the Assistant County Counsel, and a Chief Deputy County Counsel. The Office is staffed by ten attorneys and six support staff with an operating budget of \$4.2 million for the 2014/2015 fiscal year. The public purpose of this Office is to promote government operations which are legal, ethical and respect client confidentiality.

*San Joaquin County is an Equal Opportunity Employer*

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor north to Sacramento and offering access to the San Francisco Bay.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

### HOUSING

Homes and apartments are plentiful and the median home price in the county is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from unique cultural, recreational, and educational opportunities, that the area provides.



# Assistant County Counsel

## TYPICAL DUTIES

- ◆ Assists the County Counsel in planning, organizing and directing the programs, budgets, operations, and staff of the County Counsel's Office; assists in directing operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, and assists in ensuring effective utilization of available resources; exercises good judgment and makes sound business decisions; provides strategic leadership through communication, and demonstration of the organizational mission, vision, and values.
- ◆ Assists in managing the work activities assigned to County Counsel staff; assists in directing and administering personnel matters including employee selection, assignment, and evaluation.
- ◆ Assists the County Counsel in the formulation, development, and implementation of departmental policies and procedures; provides policy advice to County officials; analyzes and interprets existing and proposed legislation, as well as various regulations, policies, procedures and other directives, to determine impact on operations and recommend appropriate actions.
- ◆ Makes recommendations to the County Counsel on the most complex legal matters; assists in preparing legal advice and recommendations for the County Board of Supervisors, County officials, County special districts, commissions, and various affiliated agencies and jurisdictions; assists in providing legal representation for any County related civil actions instituted by or brought against them.
- ◆ Researches difficult and complex legal matters; writes opinions; prepares complex reports, briefs, correspondence, and other narrative and/or statistical documents.
- ◆ Under direction of the County Counsel, develops and administers the budget for the County Counsel's Office; recommends appropriate levels of service; analyzes services to ensure cost effectiveness and superior customer service; confers with other staff to develop and recommend workload standards; assists in implementing operational changes as directed.
- ◆ Attends meetings of the Board of Supervisors, as well as other County entities, if assigned.
- ◆ Acts for the County Counsel in his/her absence.

## THE IDEAL CANDIDATE

In addition to active membership in the California State Bar, an ideal candidate will possess:

- ◆ Demonstrated leadership skills and will be progressive, energetic, responsive and politically astute
- ◆ Demonstrated managerial attorney experience, conducting civil legal work in a County Counsel or City Attorney's Office, or
- ◆ Experience managing the work of a legal office, including staff supervision and responsibility for the delegation of work assignments
- ◆ Extensive knowledge of civil, constitutional and administrative law relating to the operation of county government
- ◆ High level of integrity and strong sense of ethics
- ◆ Strong analytical skills, sound judgment, and a positive attitude
- ◆ Excellent written and verbal communication skills
- ◆ The ability to thrive in a high pressure, fast-paced environment with constantly shifting priorities
- ◆ Possess strong Interpersonal skills and the ability to easily relate and adjust to a variety of situations and personalities
- ◆ The ability to be a flexible problem solver and customer service oriented





# Assistant County Counsel

## COMPENSATION PACKAGE

### Annual Base Salary: \$160,472- \$195,062

In addition to the base salary, the County offers:

- ◆ A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$8,024 to \$9,753 annually)
- ◆ Vacation cash-out up to 15 days annually (valued from \$9,258 to \$11,254)
- ◆ Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ An annual Car Allowance of \$7020

### Potential Cashable Compensation:

|                                       | Step 1    | Step 5    |
|---------------------------------------|-----------|-----------|
| Annual Salary                         | \$160,472 | \$195,062 |
| 5% Deferred Comp                      | \$8,024   | \$9,753   |
| Vacation Cash Out<br>15 days annually | \$9,258   | \$11,254  |
| Cafeteria                             | \$24,023  | \$24,023  |
| Car Allowance                         | \$7,020   | \$7,020   |
|                                       | \$201,777 | \$240,092 |

- ◆ 1937 Act plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days of sick leave annually with unlimited Accumulation
- ◆ 15 days of vacation leave a year (20 days after 10 years, 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## RECRUITMENT INCENTIVES\*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of public service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.

## DESIRABLE QUALIFICATIONS

Experience: Five years of managerial attorney experience, providing civil legal services to a public agency.

## REQUIRED QUALIFICATIONS

Special Requirement: Active membership in the California State Bar.

License: Possession of a valid California driver's license.

For a complete job description, please visit our website at [www.sjgov.org/hr](http://www.sjgov.org/hr).

## APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

**January 9, 2015**

**Apply Online Today:** [www.sjgov.org/hr](http://www.sjgov.org/hr)

Or submit your application, supplemental and resume to:

San Joaquin County Human Resources  
Attn: Jennifer Goodman  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.953.7325  
Fax: 209.468.0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes tentatively scheduled for the week of January 19, 2015.

Final candidates will be invited to interview with the County Counsel.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.

*This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.*



# Assistant County Counsel

## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Provide an overview of your managerial attorney experience, conducting civil legal work in a public agency setting.
2. Describe your experience providing counsel to a public Board, Commission or governing body and include the range of issues for which you have been consulted.
3. Please describe your experience as a supervising or lead attorney. Please include the number of staff you supervised and/or the scope of your role acting as a lead attorney.
4. Provide your California State Bar Membership number.