

## ASSISTANT GENERAL COUNSEL I

### DEFINITION

Performs entry-level attorney work in representing the District and its various organizational units on legal issues, routine civil litigation, and administrative matters in relation to Education Code, Government Code, and State and federal law.

### TYPICAL DUTIES

As a member of a team of lawyers and support personnel:

- Assists in advising management and representing the District on matters related to routine agreements, negotiations, administrative proceedings, and litigation.

- Assists in preparing written and oral opinions on legal questions submitted by a District organizational unit.

- Litigates less complex matters as required, particularly with regard to facilities, labor/employment, human resources, liability, insurance, business, and special education.

- Represents the District as appropriate before various governmental agencies, boards, assigned committees, and the public.

- Assists and supports other attorneys in the completion of more complex matters.

- Interprets and applies laws, court decisions, and other legal authorities in preparing memoranda, notes, opinions, rules, policies, and other documents in relation to Education Code, Government Code, and State and federal law.

- Composes initial drafts and assists in the coordination of activities related to legal assignments with internal and external contacts to ensure that preparation, negotiations, administrative proceedings, and litigation occur in a timely manner and the District's interests are protected.

- Assists in analyzing, reviewing, and preparing contracts, memoranda of understanding, procedures, personnel policies, legal memoranda and opinions, and other documents to ensure that actions comply with applicable law and regulations.

- Assists in the development of office procedures and processes.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant General Counsel I performs entry-level litigation and legal attorney work as a member of a legal team.

Assistant General Counsel II acts as a member of a legal team, litigates matters on behalf of the District, and provides preventive legal counseling and informal dispute resolution.

### SUPERVISION

General supervision is received from an Associate General Counsel II. Work direction may be received from an Assistant General Counsel II or an Associate General Counsel I. Work direction is exercised over lower-level support personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education Code, Government Code and other laws, rules, and regulations related to the activities of the Office of the General Counsel
- Principles of public relations
- Methods of legal research and computer and legal software applications
- Basic knowledge of litigation processes
- Alternative dispute resolution mechanisms and other forms of informal dispute resolution

### Ability to:

- Work effectively with legal and non-legal staff, outside legal contacts, and the community
- Develop and build consensus and resolve conflicts
- Organize work and paperflow effectively and efficiently
- Demonstrate strong research and writing skills
- Demonstrate computer literacy
- Understand broad concepts and integrate legal input into major District policy decisions
- Communicate clearly both orally and in writing
- Develop and maintain good relationships with clients and District personnel
- Develop trust and confidence among clients

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree and a Juris Doctor (J.D.) degree from an American Bar Association (ABA) accredited institution or an institution accredited by the Committee of Bar Examiners of the State Bar of California; a J.D. degree from an ABA accredited institution is preferred.

### Experience:

Completion of a legal internship or externship in California is preferable.

### Special:

- Authorization to practice law in California by the State Bar of California must be obtained upon appointment.
- A valid California Driver License.
- Use of an automobile.

## SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.