



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Deputy County Counsel III

An Equal Opportunity Employer

SALARY

\$53.95 - \$65.57 Hourly \$4,330.77 - \$5,263.56 Biweekly \$9,383.34 - \$11,404.37 Monthly
\$112,600.12 - \$136,852.46 Annually

OPENING DATE: 06/18/18

CLOSING DATE: 07/02/18

THE POSITION

Join a collegial team of attorneys and staff committed to public service and quality of life in beautiful Sonoma County!

Starting salary up to \$65.57/hour (\$136,852.46/year) plus an additional hourly cash allowance of \$3.45/hour, up to 80 hours per pay period.

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing that you're working to better our communities. You can also look forward to excellent benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,500, and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range
- With time and good performance, the opportunity for advancement to Deputy County Counsel IV (up to \$154,154.69/year)

The Deputy County Counsel III provides legal counsel to assigned County departments and agencies, and prepares and presents civil cases before the court. This position will be exposed to a variety of practice groups, which include Land Use, Litigation, and Infrastructure and Public Resources. To successfully oversee this body of work, the ideal candidate must have current active membership in the State Bar of California and have:

- Substantial public law experience in one or more of the above areas
- An excellent academic background
- Exceptional writing skills
- The proven ability to creatively problem-solve
- The ability to work effectively, both independently and as part of a team

The Sonoma County Counsel's Office

The Sonoma County Counsel's Office is committed to providing the highest quality legal representation and advice, in a timely and responsive manner, to assist the County, its governing Board of Supervisors, and other clients. The County Counsel's Office works to promote the public interest, achieve programmatic and strategic goals, and protect financial resources. County Counsel is the primary provider of legal services to the Board of Supervisors, County departments, the Grand Jury, and over 25 special districts. County Counsel attorneys regularly appear in court on behalf of County departments on such matters as juvenile

dependency cases, code enforcement actions, bail recovery, and mental health competency hearings. They either directly handle or coordinate outside counsel in the defense of all claims filed against the County, and proactively works with departments to minimize risk and assist in policy development and implementation.

The County Counsel Office structured into four practice groups: Health and Human Services, Infrastructure and Public Resources, Land Use, and Litigation. Each Group is supervised by a Chief Deputy County Counsel with overall office oversight provided by the Assistant County Counsel and County Counsel. All staff is relied upon to work independently, meet client needs, and exercise sound judgment.

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, hiking trails, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. For more information about our community and County of Sonoma County Counsel, please visit www.sonomacountyconnections.org, www.santarosachamber.com, and <http://sonomacounty.ca.gov/County-Counsel>.

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [County of Sonoma Salary Resolution](#). This employment list established from this recruitment may be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. **County employees who wish to be considered for future positions should consider applying to this recruitment.**

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Experience: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of legal experience practicing civil law as a licensed attorney, at least one year of which was with a public agency performing duties comparable to a Deputy County Counsel II; or comparable experience in private practice.

Professional License: Current active membership in the State Bar of California.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: written and oral communications, including language mechanics, syntax and English composition; the principles and application of civil law; legal research methods; the duties, powers, limitations and authorities of the Office of the County Counsel; trial and hearing procedures and rules of evidence; the organization, powers, and limitations of local governmental functions; the statutory and constitutional laws of the State of California.

Ability to: research, analyze and apply legal principles, facts, evidence and precedents to legal problems; prepare, present and conduct cases of law in court; present statements of law, fact and argument clearly and logically in written and oral form; develop and maintain effective relationships with other staff members, departmental representatives, county officials, members of advisory and policy-making bodies, the courts and the public; analyze and draft ordinances and regulations.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding

to the supplemental questions.

- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: ST
 HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
 OR
 575 Administration Drive, Suite 116B,
 Santa Rosa, CA 95403

EXAM #18/06-4033-O
 DEPUTY COUNTY COUNSEL III
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Deputy County Counsel III Supplemental Questionnaire

- * 1. Lawyers: How did you first learn about this opportunity?
- Alliance for Innovation
 - Asian American Bar Association
 - Association of Bay Area Governments (ABAG)
 - California State Association of Counties (CSAC)
 - California State Bar Association
 - CalJobs
 - CoCoNet
 - College or University
 - Craigslist
 - Employee of Sonoma County
 - Facebook
 - Filipino Bar Association
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Hispanic National Bar Association
 - Indeed
 - Job Fair
 - La Voz
 - Latino Service Providers
 - Los Cien
 - Monster
 - Press Democrat
 - San Francisco Chronicle
 - SF La Raza Lawyers Association
 - sonoma-county.org/www.yourpath2sonomacounty.org
 - Sonoma County Human Resources Office
 - Sonoma County Job Line
 - Twitter
 - Other Internet Site
 - Other Publication
- * 2. Please indicate which type of position you are interested in. Check all that apply.
- I would also like to be considered for future part-time positions.
 - I would also like to be considered for extra-help positions.
 - I am only interested in full-time positions.
- * 3. This positions may be assigned to the Land Use Practice Group, the Litigation Group, or Infrastructure and Public Resources Practice Groups. Please indicate all of your areas of interest.
- Infrastructure and Public Resource Practice Group
 - Land Use Practice Group
 - Litigation Practice Group
 - All of the above
- * 4. Please provide the number for your current active membership in the State Bar of California.

- * 5. Please summarize your experience providing legal counsel to public clients. Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
 - * 6. Please describe your experience performing complex legal work handling Land Use, Litigation, and/or Infrastructure and Public Resources.
 - * 7. Please summarize your experience providing legal counsel at public meetings to Boards of Supervisors, Planning Commissions, and Boards of Zoning Adjustment. Include the name of your employer(s) where you gained experience the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
 - * 8. Please describe your most significant litigation experience. Detail the type of case, your role in the case, the outcome, and the name of your employer at the time.
 - * 9. As an attorney, have you ever been sued by a client, disciplined, and/or cited for a breach of ethics or unprofessional conduct, or been the subject of a complaint by, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, provide the details.
 - * 10. **IMPORTANT:** You must submit a copy of your law school transcript AND a significant legal document that you personally drafted. You must upload and attach your transcript AND your significant legal document sample to your online application; OR mail both to Sonoma County Human Resources - Attention: Deputy County Counsel III, 575 Administration Drive, Suite 116B, Santa Rosa CA 95403. I understand that I am required to submit the above via online attachment, mail; by the final filing date of July 02, 2018.
 I understand.
- * Required Question