



**COUNTY OF MONTEREY**  
**invites applications for the position of:**

## **Deputy County Counsel IV**

*An Equal Opportunity Employer & a Drug-Free Workplace*

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**SALARY:** \$69.91 - \$95.49 Hourly  
\$5,593.12 - \$7,639.04 Biweekly  
\$12,118 - \$16,551 Monthly

**OPENING DATE:** 01/31/22

**CLOSING DATE:** Open until filled

**POSITION DESCRIPTION:**



**Final Filing Date: Open until filled**  
**Priority Screen Date: February 11, 2022**  
Exam# 22/39B23/01JCH

**All application materials must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as needed basis until the position is filled.**

The Office of the County Counsel serves as the in-house legal counsel for the County of Monterey, the Board of Supervisors (BOS), and all County officers, departments, agencies, boards, and commissions, as well as liaison and support to the Civil Grand Jury. In addition to providing legal advice, the Office also represents the County in civil and special litigation in state and federal courts, various administrative proceedings, and coordinates the services of outside legal counsel. The County Counsel's Office consists of four divisions; General Government, Litigation, Land Use and Risk Management.

The Monterey County Office of the County Counsel seeks a highly motivated professional with a desire to defend and advise the County in a variety of complex legal matters.

This classification is part of a flexible series. Incumbents appointed at the lower level of the career series may be promoted up to the higher level of the career series subject to their meeting the employment standards for the higher class and a recommendation for their promotion by the appointing authority in accordance with the Flexible Staffing Program and Guidelines.

The Eligible List established by this recruitment may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

### **EXAMPLES OF DUTIES:**

- Study and interpret laws, court decisions, and other legal Authorities
- Conduct discovery, examine and interpret evidence; and prosecute on behalf of or defend the County, its officers and employees in the most complex and important civil cases
- Develop and give legal advice regarding resolution of problems that may have far-reaching implications on

County operations and programs

- Prepare legal briefs; drafts contracts, deeds, leases, ordinances, resolutions, and other legal instruments
- Prepare briefs and pleadings in both trial court and appellate matters; dictate legal briefs and correspondence

To view the complete job description visit the Monterey County website:

<https://www.co.monterey.ca.us/government/departments-a-h/human-resources/human-resources/class-specifications>

### **THE SUCCESSFUL CANDIDATE**

Will have a proven track record demonstrating the following knowledge, skills, abilities:

#### **Thorough knowledge of:**

- Principles of civil, constitutional and administrative law and of California and federal civil procedures, particularly as it relates to county government, and other public agency law.
- Principles, methods and materials of legal research.
- The rules of evidence, discovery practice and appellate practice.
- Those areas of law directly affecting public entities and their operation, and public officials and employees and their rights, duties, and responsibilities.

#### **Skill and Ability to:**

- Draft legal instruments such as ordinances, resolutions, Board orders, Joint Powers Agreements, and contracts;
- Analyze, appraise and organize facts, evidence and precedents and present such materials clearly and concisely either in oral or written, legal form;
- Analyze and appraise a variety of legal documents and instruments and give sound legal advice or devise an appropriate plan of action based thereon;
- Establish and maintain confidential relationships with County department heads and members of the Board of Supervisors;
- Develop and maintain cooperative work relationship both within the County Counsel's Office and with those contacted within the course and scope of work.

#### **Desirable Qualifications:**

- Admission to practice law before the Federal District Court(s) and the Federal Court of Appeals for the Ninth Circuit.

#### **Examples of Experience/Education/Training:**

Any combination of training, education, and/or experience which provides for the knowledge, skills, and abilities required to perform the duties listed above is qualifying. An example of a way these requirements might be acquired is:

#### **Experience:**

Two years' experience as a Deputy County Counsel III with Monterey County; or three years of increasingly responsible experience with a public agency in the appropriate legal specialty at a level comparable to a Deputy County Counsel III in Monterey County;

**OR**

Five years of increasingly responsible experience in a county counsel's office, city attorney or other civil public law office as a second level journeyman;

**OR**

A combination thereof.

### **ADDITIONAL INFORMATION**

#### **Required Conditions of Employment:**

The required conditions of employment include, but are not limited to the following:

- Possess an active membership in the State Bar of California.
- Possess a valid California Class C driver's license.

**BENEFITS:**

Monterey County offers an excellent benefits package. To view the "G" Unit Benefit Summary please visit our website: <https://www.co.monterey.ca.us/home/showpublisheddocument/107958/637753515572700000>

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution, or Memorandum of Understanding (MOU) prevail over this listing.

**COVID-19:**

On July 30, 2021, the County of Monterey Board of Supervisors took action to mandate COVID-19 vaccination for all employees to include new hires. The vaccination requirement is in accordance with Section 25 of the County of Monterey Emergency Response Manual and COVID-19 Prevention Program [Link](#). Applicants who accept employment with the County of Monterey, will be required to be fully vaccinated. However, individuals may request medical or religious exemptions and will be required to complete the appropriate request and certification forms for review and approval no later than their start date. [Medical](#) /[Religion](#).

**NOTES:**

As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

**Application and Selection Procedures**

Apply On-Line at <https://www.governmentjobs.com/careers/montereycounty>, by 11:59 PM(PST)

or

**Hard copy applications** may be obtained from and submitted during normal business hours, Monday – Friday,

8:00 AM - 5:00 PM by contacting:

Monterey County

Attn: Human Resources

168 W. Alisal Street, 3rd Floor

Human Resources, Salinas, CA 93901

Email: [hensonc@co.monterey.ca.us](mailto:hensonc@co.monterey.ca.us) | Phone: (831) 755-5446

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**

All application materials must be received by the priority screen date of **Friday, February 11, 2022**, for a guaranteed review. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process.

**EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION**

Monterey County is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Cicely Henson, Human Resources Analyst, at (831) 755-5446, or [hensonc@co.monterey.ca.us](mailto:hensonc@co.monterey.ca.us).

**Deputy County Counsel IV  
Supplemental Questionnaire**

If you are not applying on-line, please number your responses on a separate piece of paper. Include your name and the title of the position for which you are applying at the top of the page.

\*1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.

I have read and understand the supplemental questions instructions.

\*2. Pursuant to Section 6060 of the Business & Professions Code, current, valid membership in the California State Bar is required at the time of appointment. Do you currently possess, or will you possess at the time of appointment a current, valid membership in the California State Bar?

    

\*3. Please describe your trial experience, especially in civil litigation.

\*4. Please describe your experience representing public entities.

\*5. Please describe your transactional experience, if any.

\*Required Question

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date