



County of San Bernardino
Deputy County Counsel II/III/IV

SALARY	\$47.19 - \$93.59 Hourly \$8,179.60 - \$16,222.27 Monthly \$98,155.20 - \$194,667.20 Annually	LOCATION	San Bernardino, CA
JOB TYPE	Full-time	JOB NUMBER	23-04105-01
DEPARTMENT	County Counsel	OPENING DATE	05/06/2023

The Job

Come join a team that serves and protects San Bernardino County, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the County in litigation.



RECRUITMENT BONUS

*Newly hired employees from this recruitment may be eligible to receive bonus payments up to \$3,000!**

*[*See Exempt Employee Compensation Ordinance for details \(p. 83-85\).](#) (Download PDF reader)*

FLEXIBLE SCHEDULE

Attorneys may have the opportunity to work a flexible schedule after six months of employment, which may include a 9/80 schedule and/or partial remote work option.

Apply by August 18, 2023 for Priority Review!

County Counsel is recruiting for **Deputy County Counsel II/III/IV**. Deputy County Counsel positions practice in a variety of civil law areas and assignments which may include: employment; administrative law proceedings; civil rights; eminent domain; public entity liability; environmental/land use; workers compensation; taxation; juvenile, guardianship and conservatorship; appeals; arbitration/mediation; contract; business; transactional; procurement; technology; torts; personal injury; real estate and construction law.

Duties include drafting ordinances; preparing contracts; drafting, analyzing and interpreting legislation; researching and

writing legal opinions; administrative hearings; and advising boards, departments, special districts, school districts and commissions on a wide variety of issues, including, but not limited to the Brown Act and Public Records Act.

The current openings are to provide legal services to the Sheriff/Coroner/Public Administrator and the Project and Facilities Management Department; the resulting eligibility list may be used to fill additional vacancies in the County Counsel's Office as they may occur. Legal services to the Sheriff's Department involves advising on various areas including employment, disciplinary matters and appeals pursuant to the Public Safety Officers Procedural Bill of Rights Act, grievance arbitration, labor and unfair practice charges, transactional, procurement, and contracts. Legal services to the Project and Facilities Management Department involves advising on various areas including public works construction procurement including design-build and job-order-contracting, prevailing wage, the California Environmental Quality Act, construction claims, bid protests, and contracts.

Applications will be accepted until a sufficient number of qualified applications have been received. Apply by August 18, 2023 for priority review.

INITIAL APPOINTMENT

Your application will be reviewed for eligibility for all levels within the Deputy County Counsel Series. Job offers for the initial appointment may be made at any level based on qualifications and department needs. Candidates advance within the series in accordance with criteria established in the [Exempt Compensation Ordinance \(Download PDF reader\)](#) (see page 86-87). Please see official job descriptions below.

3% Annual Across the Board Salary Increases on February 2024/25
Bi-annual step increases of 2.5% up to Top Step of Applicable Salary Range
(Salary Increases contingent upon assessed values for previous fiscal year.)

Deputy County Counsel II

\$98,155 - \$130,353 Annually

Deputy County Counsel III

\$115,793 - \$153,982 Annually

Deputy County Counsel IV

\$133,432 - \$194,667 Annually

EXCELLENT BENEFITS PACKAGE

YOUR BENEFITS, YOUR CHOICE

<p>Traditional Option</p> <ul style="list-style-type: none">• Up to 160 hours accruable Paid Vacation time• 3.69 hrs per pay period Sick Leave with unlimited accrual• 14 Paid Holidays + 1 Paid Floating Holiday• 16 hours Perfect Attendance Leave• Higher Medical Premium Subsidy – up to \$16,693 annually	<p>Both Options Include</p> <ul style="list-style-type: none">• Medical/Dental/Vision – family coverage with premium subsidies• Generous Retirement - Vested after 5yrs (sbccera.org)• 401K with 2-for-1 County match up to 6%• 457 (b) with .5-for-1 County match up to .5%• 80 hours of Administrative Leave with cash-out option• Retirement Medical Trust Fund with County contribution• Flexible Spending Account – County match up to \$50 per pay period depending on plan• \$1000 Education/Membership Reimbursement• Tuition Loan Repayment up to \$10,000• Wellness Programs, including health club membership• Dependent Care Assistance Plan	<p>Modified Option</p> <ul style="list-style-type: none">• 4% wage differential above the base rate of pay for all paid hours• Paid time off (PTO) w/ cash-out option – up to 5 weeks accruable; can be used for vacation, illness, or other personal use• 14 Paid Holidays• Medical Premium Subsidy up to \$13,733 annually.
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PLUS FLEXIBLE 9/80 SCHEDULES & RETIREMENT RECIPROCITY WITH CALPERS AND '37 ACT PLANS

(Download PDF reader)

LOAN FORGIVENESS

San Bernardino County Counsel employees may be eligible for student loan forgiveness through the Public Service Loan Forgiveness program. For more details/application information, click [here](#).

*San Bernardino County also has **reciprocity** with **CalPERS** and other **California '37 Act** counties.*

CONDITIONS OF EMPLOYMENT

Background: Applicants must pass a background investigation, including fingerprinting, prior to appointment.

Travel: Travel throughout the County is required. A valid California Class C driver license is required at time of appointment. Employees in this class may be required to use personal vehicles and show proof of automobile liability insurance. Mileage reimbursement is available.

Minimum Requirements

License: Active membership and in good standing with the State Bar of California.

--AND--

Experience:

Deputy County Counsel IV: Four (4) years of full-time civil or criminal law experience as an attorney.

Deputy County Counsel III: Thirty (30) months of full-time civil or criminal law work experience as an attorney.

Deputy County Counsel II: Twelve (12) months of full-time civil or criminal law work experience as an attorney.

Note: *(Law Clerk, Intern and Volunteer Attorney experience is not qualifying).*

Desired Qualifications

Legal representation of a public entity or employment in a legal office of a public agency is desirable.

Selection Process

There will be a **competitive evaluation** of qualifications based on the information provided in the Application and the Supplemental Questionnaire. You are encouraged to include detailed descriptions of your qualifying experience and skills, as only the most highly qualified applicants will be referred to the Department.

All communications regarding the selection process will be via email. Applicants are encouraged to check their e-mail frequently to learn additional information regarding this recruitment. Check your GovernmentJobs account for notifications. Update your firewalls to allow e-mails from San Bernardino County through governmentjobs.com. Update your Spam, Junk, and Bulk settings to ensure it will not spam/block/filter communications from email addresses with the following domain "@hr.sbcounty.gov". Finally, be sure to keep your personal information updated. Taking these steps now will help ensure you receive all communications regarding this recruitment.

Application Procedure: Please complete and submit the online employment application and supplemental questionnaire. **Applicants are encouraged to apply as soon as possible as this recruitment may close at any time without notice** *Resumes will not be accepted in lieu of the application and/or supplemental questionnaires.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit

your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

If you require technical assistance, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

EEO/ADA: San Bernardino County is an [Equal Employment Opportunity \(EEO\)](#) and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

ADA Accommodation: If you have a disability and require accommodations in the testing process, submit the [Special Testing Accommodations Request Form](#) ([Download PDF reader](#)) within one week of a recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. Click [here](#) ([Download PDF reader](#)) for information and instructions to request Veteran's Preference points.

Please click [HERE](#) for important Applicant Information and the County Employment Process.

Agency

County of San Bernardino

Address

175 West Fifth Street, 1st Floor

San Bernardino, California, 92415-0440

Phone

(909) 387-8304

TTY Users: 711

Website

<http://www.sbcounty.gov/jobs>

Deputy County Counsel II/III/IV Supplemental Questionnaire

***QUESTION 1**

License: Are you an active member in good standing with the State Board of California?

☐ Yes

☐ No

***QUESTION 2**

License Number: If you answered **YES** to the question above, provide your license number. If you answered **NO** to the question above, indicate "N/A."

***QUESTION 3**

Check the box to indicate positions for which you wish to be considered:

☐ Deputy County Counsel IV

☐ Deputy County Counsel III

☐ Deputy County Counsel II

☐ None of the Above

***QUESTION 4**

Public Sector Civil Law Experience: Describe your civil law experience as an attorney in the public sector, such as a County Counsel, City Attorney, Attorney General, etc. Provide the name of employer and dates of employment for all work experience described. (Do not include internships, clerkships or volunteer attorney experience). *Separate general civil litigation experience from transactional experience.* If no experience, indicate "N/A."

QUESTION 5

Private Sector Civil Law Experience: Describe your civil law experience in the private sector. Provide the name of employer and dates of employment for all work experience described. (Do not include internships, clerkships or volunteer attorney experience). If no private sector civil and/or criminal law experience, indicate "N/A." *Separate general civil litigation experience from transactional experience.* If no experience, indicate "N/A."

***QUESTION 6**

Areas of Law: Indicate the area(s) of law in which you have at least **two (2) years** of full-time work experience as an attorney. (Do not include internship, clerkship or volunteer attorney experience).

- ☐ Appeals
- ☐ AB1234 Ethics Training
- ☐ Administrative Hearings
- ☐ Arbitration/Mediation
- ☐ Brown Act
- ☐ Business, Transactional
- ☐ CEQA
- ☐ Civil Defense
- ☐ Civil Prosecution
- ☐ Civil Rights
- ☐ Civil Writs
- ☐ Conflict of Interest
- ☐ Contract/Procurement
- ☐ Elections
- ☐ Eminent Domain
- ☐ Employment Law
- ☐ Environmental
- ☐ 4th Amendment
- ☐ FPPC/Form 700
- ☐ General Transactional Public Law
- ☐ Habeas Corpus Writs
- ☐ Juvenile Dependency
- ☐ Land Use and Zoning
- ☐ Law Enforcement
- ☐ Legal Research

- ☐ Municipal taxes, assessments, and fees
- ☐ Public Finance, including bonds
- ☐ Public Project Construction (Public Contract Code/Labor Code Compliance)
- ☐ Public Records Act
- ☐ Public Works
- ☐ Real Estate, including purchase and sale agreements, leases, acquisitions, dispositions, and easements
- ☐ Other

*QUESTION 7

If you checked any of the boxes in Question 4, please provide detailed examples of your experience as an attorney below. Please include your employer and dates of employment for position where experience obtained.

*QUESTION 8

Professional Development: Describe any training seminars or special courses you have completed that enhanced your skills as an attorney over the past 5 years. Indicate date(s) of attendance, program name/sponsor and seminar/course title. Example: September 2014, Orange County Bar Association, Family Law Seminar. If you have not participated in Professional Development, indicate "N/A."

*QUESTION 9

Training/Mentoring: Describe your experience training or mentoring less experienced attorneys, paralegals, and office staff. Describe any formal training courses that you have taught. If you have not trained or mentored, indicate "N/A."

*QUESTION 10

Applicant Acknowledgement - Notification via email: As part of our efforts to increase efficiency and promote conservation of resources, Human Resources uses email to communicate with applicants. *Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email.* We strongly encourage you, as an applicant, to ensure that the email address you have provided with your application is current, secure and readily accessible to you. Do not share this email with others and adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

- ☐ I acknowledge that I have read, understood, and agree to the above.

*QUESTION 11

****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox. For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file \(Download PDF reader\)](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

- ☐ I understand

*QUESTION 12

Applicant Acknowledgement - Application Complete: Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

☐ I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* Required Question