

County of San Diego
Department of Human Resources



INVITES APPLICATIONS FOR THE POSITION OF:

**Deputy County Counsel - Civil
Litigation Option - 09390309CL**

SALARY

\$56,035.20 - \$90,979.20 Annually

Serving the Citizens of San Diego with Excellence

OPENING DATE: 09/29/09

CLOSING DATE: 10/11/09 11:59 PM

JOB SUMMARY: The County of San Diego's Office of County Counsel has an immediate opening for a Deputy County Counsel. This position acts as an advocate on behalf of the County of San Diego, its departments, employees, boards and commissions, as well as special districts by advising clients and representing them before trial, appellate courts and administrative bodies. The current vacancy is for a civil litigator who can handle cases filed against, or on behalf of the County, in a variety of subject areas and procedural contexts.

Visit www.sdcounty.ca.gov/hr (Job Descriptions and Salaries) to view the complete job description for this position.

Minimum Requirements

- 1) Must be a current member in good standing of the State Bar of California. **A copy of your bar card must be attached to your application.**
- 2) A valid California class C driver's license, or the ability to arrange transportation for field travel is required at the time of appointment and must be maintained throughout employment in this class.

Public entity defense and trial experience are desirable, but not requirements of the position. Experience in federal court is also desirable, but not required. The position may involve bringing suit on behalf of the County of San Diego in cases involving third party liability.

Evaluation: The names of qualified applicants will be placed on a (6) six-month employment list based on scores received during the evaluation of information contained in their employment and supplemental application forms.

NOTES: Required attachments (transcripts, diplomas, etc.) submitted on or after February 29th, 2008 do not need to be resubmitted.

HOW TO APPLY: Employment applications can be accessed on-line from the Employment Opportunities section of the County of San Diego: Department of Human Resources website at www.sdcounty.ca.gov/hr. **All required documents must be submitted along with your application in order to determine your eligibility to compete. Additional documentation, such as awards, letters of recommendations, unsolicited certifications, etc. will not be added to your applicant file. If you are successful in the process and invited to an interview, you may provide these documents at that time.** Coversheets with additional required documents may be faxed to the Department of Human Resources at (619) 236-1196. For additional general information or accommodations you may call (619) 236-2191.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sdcounty.ca.gov>
1600 Pacific Highway, Room 207
San Diego, CA 92101

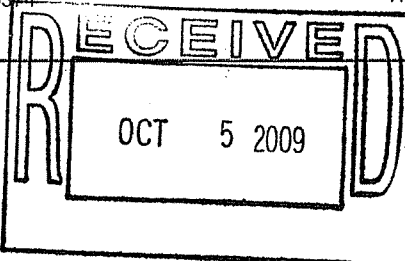
General Information Line: (619) 531-5764 or
Toll Free (866) 880-9374

EXAM #09390309CL

DEPUTY COUNTY COUNSEL - CIVIL LITIGATION OPTION
KS(SAF)

DHR Telecommunications Device for the Deaf:
(619) 531-5362

Hearing Impaired: (800) 735-2929
California Relay Service



GENERAL EMPLOYMENT INFORMATION

Applications for Employment.

Applications must be legible and complete (including licenses, certificates, transcripts, and the Supplemental Application Form, if required). All information is subject to investigation and verification.

Application Filing Deadline. Applications submitted in person must be received in the Department of Human Resources by 5:00 p.m. on the filing deadline shown on the Job Announcement. Applications can be submitted online until 11:59 p.m. on the deadline date. Postmarks are not accepted. If no filing deadline is shown, applications will be accepted on a continuous basis and subject to closure without advance notice. Applications should be filed promptly.

Accommodations. Persons with disabilities can make arrangements for accommodations during the evaluation and selection process by contacting the Department of Human Resources. Applicants who cannot participate in tests administered on Saturdays, due to religious reasons, may submit a written request for alternative arrangements. The request must be signed by the applicant's religious leader and be received in the Department of Human Resources in advance of the scheduled Saturday test.

Age. The minimum age is 18 years old unless otherwise stated on the Job Announcement.

Benefits. Vacation, sick leave and holidays; health, dental, vision and life insurance; retirement system integrated with Social Security; Suggestion Award Program; membership in the San Diego County Credit Union; in-service training and tuition reimbursement for pre-approved course work. All newly hired employees are required to utilize electronic direct deposit of their paychecks to the bank or financial institution of their choice.

Certification. As vacancies occur, positions in County departments are filled from the appropriate employment list. Top scoring candidates' names are forwarded to the hiring department for consideration and the candidates will receive certification notices. Those not selected for employment will remain on the employment list for future hiring considerations.

Change of Address. Candidates are responsible for submitting changes in addresses or phone numbers to the Department of Human Resources at (619) 236-2191.

Citizenship Requirements and Immigration Status. Pursuant to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire will be required to complete an Employment Verification Certification (Form I-9). Individuals employed in executive-level positions or in positions subject to Peace Officer Standards and Training must be citizens or permanent residents of the U.S.

Convictions. Felony and misdemeanor convictions **MAY BE** disqualifying.
Drug and Alcohol Policy. The use of illicit drugs and alcohol is not permitted in the workplace. This County policy is vigorously enforced. Employees who violate this policy are subject to disciplinary procedures which include termination.

Educational Requirements. For U.S. college or university degrees to be considered, the institution or program must be accredited by an agency recognized by the U.S. Department of Education. For degrees received outside of the U.S. to be considered, applicants must submit an educational evaluation report from a member of the National Association of Credential Evaluation Services.

Equal Employment Opportunity Policy. The County of San Diego is an equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

Pre-Employment Requirements. Appointment to County service is contingent upon successful completion of pre-employment medical examinations which include drug and alcohol screening. Positions require successful completion of a background investigation. Some positions require a polygraph examination and a psychological evaluation. All candidates must demonstrate the ability to perform the essential functions of the position.

Premiums. Some positions in specified classes pay additional premiums for certain requirements of the position (e.g., night shift, work location), or employee (e.g. bilingual skills, licenses).

Probationary Period. Individuals accepting permanent appointments must successfully serve a 6-month, 12-month, or 18-month probationary period, depending on job classifications.

Promotional Recruitment. Limited to employees in the County Service who received their appointment from an employment list, individuals on County reinstatement lists, employees on authorized leave of absence, or individuals on re-employment lists as a result of County lay-off. Applicants who terminate County employment will no longer be eligible pursuant to Civil Service rule 2.1.6(k).

Recruitment Appeals. Objections to the recruitment or its parts shall be petitioned in writing to the Director, Department of Human Resources and include specific facts to support the objection and a proposed remedy. The following time limits shall apply: a) Objections to the administration or a part of an examination shall be petitioned to the Director at the time of administration or no later than 5 work days of the occurrence of the examination part; b) Objections to the results of an examination shall be petitioned to the Director no later than 10 calendar days from the date results are postmarked. Written multiple choice answer sheet scoring may be checked within 10 calendar days from the postmark on the test results notice.

Series Recruitment. Applications are accepted on an on-going basis, as employment needs require. Applicants cannot apply more than once under the same recruitment number.

Social Security Card. Must be presented at the time of employment.

Veterans Preference Points. Eligible individuals are those who: have *not* been employed with the County of San Diego since leaving the military, served within the last 8 years during a time of war or national emergency, and are not retired veterans. Eligible individuals also include: Veterans with a service-connected disability received during a war or campaign; spouses of war veterans who died or were totally disabled. Copies of DD214 (must include fields 1-29 on the form), Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at the time of application.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. Acceptance of an application does not necessarily mean qualification for the final employment list.