

# Yuba County

*The Essence of California Living*



**Invites Your Applications For:**

## **DEPUTY COUNTY COUNSEL I/II/III**

**Hiring Range:**

**I-Level: \$4,870—\$5,372/mo**

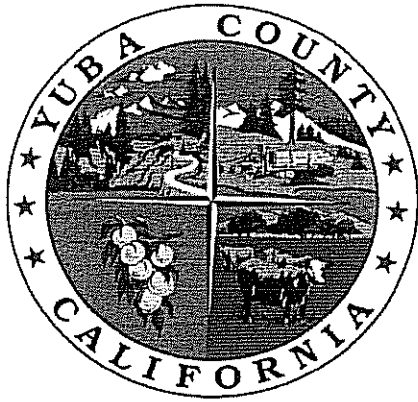
**II-Level: \$5,646—\$6,228/mo**

**III-Level: \$6,741—\$7,436/mo**

**Open Until Filled**

**First Review Monday, December 12, 2011**

*Marysville, California*



# The County of Yuba Is Seeking A Deputy County Counsel I/II/III

## ABOUT YUBA COUNTY

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. The County is home to a growing population of 70,000 people who live in the incorporated cities of Marysville (the county seat) and Wheatland, and the communities of

Linda, Olivehurst, Plumas Lake, Loma Rica, Smartsville, Brownsville, Dobbins, Challenge, Browns Valley, Oregon House, Rackerby, Strawberry Valley, Beale Air Force Base, and Camptonville.

The County offers its residents the many advantages of a rural lifestyle away from the pressures of urban areas. While the area remains largely agricultural, there is also rapid growth occurring throughout the County. New residents are drawn to the quality of life of the area, which includes a widely diverse cultural community and the convenient proximity of San Francisco and Lake Tahoe (just two hours away). Yuba County is known as the gateway to the historic Mother Lode Country.

Yuba County has excellent schools and Yuba Community College offers opportunities for higher education and personal enrichment. The California State Universities at Chico and Sacramento and the University of California at Davis are less than an hour away.

Born in the gold rush era around 1850, Marysville abounds with historical significance and is one of the original 27 counties established by the California State Legislature. Beale Air Force Base, home to the Global Hawk and U-2, lies just east of Marysville.

## COUNTY GOVERNMENT

The County of Yuba has 880 employees and a total FY 11-12 budget of \$141.9 million. It has a proud tradition of being a stable local government bolstered by five members of the Board of Supervisors who are elected for four year terms on an alternating basis. The following officials are directly elected:

In addition to the Board of Supervisors, the following officials are directly elected:

- Assessor
- Auditor-Controller
- County Clerk/Recorder
- District Attorney
- Sheriff/Coroner
- Treasurer-Tax Collector

Appointed department heads who report to the County Administrator include:

- Director of Administrative Services
- Director of Community Development
- Director of Child Support Services
- Director of Health and Human Services
- Director of Human Resources
- Public Guardian
- Public Works Director

Appointed department heads who report directly to the Board of Supervisors include:

- County Counsel
- Library Director
- Agricultural Commissioner/Director of Weights & Measures

Judicially appointed department heads who work closely with the Board of Supervisor include:

- Chief Probation Officer
- Court Executive Officer

### Mission Statement

*Yuba County shall promote quality and diverse employment and shall pursue financial health and well being of our local economy for all residents by leveraging and strengthening economic development partnerships, opportunities, and resources.*

## THE DEPARTMENT

The Office of County Counsel has a staff of five employees. County Counsel provides legal counsel and assistance to County departments, elective and appointed department heads, appointed boards, commissions and committees and the Board of Supervisors. In addition, County Counsel handles sensitive and complex legal matters; litigation, negotiation and settlement of issues in state and federal trial and appellate courts.

## THE POSITION

Under the direction of the County Counsel and Chief Deputy County Counsel, attorneys in this series, Deputy County Counsel I/II/III, perform professional legal work by preparing and trying civil cases and providing legal counsel and assistance to the County, its' officers, associated boards and commissions, as well as, outside agencies.

The Deputy County Counsel I/II/III position is flexibly staffed. Depending on background and experience, the position may be filled directly at the Deputy County Counsel III level. Involvement in formal litigation and discretionary authority increases as the incumbent progress through the various levels. Responsibilities of the various levels include:

### **Deputy County Counsel I:**

- Researches, interprets and applies laws, court decision, statutes, ordinances and other legal authorities; prepares legal reports, opinions, briefs and appeals.
- Represent the County in administrative hearings and before boards, commissions, committees and state and federal agencies.
- Represents, confers with and advises clients of the Office of the County Counsel with respect to all civil law, including litigation in the area of probate, police powers, social services, health care, child welfare, and other civil areas of public law.
- Assists in researching investigations and preparing for trial; may assist in the trial of or defense of the County in cases involving condemnation, damage or other civil suits.
- Maintain accurate records and files and compile reports related to assigned areas of work.

### **Deputy County Counsel II (in addition to the above):**

- Prepares pleadings and other papers in connection with trials, hearings and other legal proceedings; performs research, investigation and detailed legal preparation for County in cases involving condemnation, damage or civil suits.
- Makes recommendations to the County Counsel concerning the advisability to prosecute, compromise or dismiss civil litigation.

### **Deputy County Counsel III (In addition to the above):**

- Prepares difficult legal reports, opinions, briefs and appeals using independent judgment and discretion.
- Attends meetings of boards and commissions in order to provide legal advice and counsel.

## IDEAL CANDIDATE

The ideal candidate is a excellent communicator that demonstrates a strong sense of ethics and integrity, both personally and professionally. In addition, they must possess:

- Knowledge of the principles and application of civil and administration law; legal research methods; trial and hearing procedures and rules of evidence; the statutory and constitutional laws of the State of California; the duties, powers, limitations and authorities of the Office of the County Counsel; the organization, power, and limitations of local governmental functions; and the interpretation and application of the law as it relates to the general law County government and law in relation to authority, responsibilities and obligations of public officials, administrative boards and agencies.
- Skill in preparing, presenting and conducting cases of law in court; researching, analyzing and applying legal principles, facts, evidence and precedents to legal problems; and defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Ability to prepare and present statements of law, fact and argument clearly, logically and persuasively in written and oral form; analyze and present legal considerations related to the policies, programs and operation of the County; and further County policies, programs and operation through creative interpretation and application of the law.

## EXPERIENCE AND EDUCATION REQUIREMENTS

### Deputy County Counsel I :

**Minimum:** Juris Doctorate Degree from an accredited school of law.

### Deputy County Counsel II:

**Minimum::** Juris Doctorate Degree from an accredited school of law and two (2) years of professional experience as an attorney in the practice of civil law in the State of California.

### Deputy County Counsel III:

**Minimum:** Juris Doctorate Degree from an accredited school of law and four (4) years of professional experience as an attorney in the practice of civil law in the State of California.

**Must be an active member (in good standing) in the State Bar of California. Must possess a valid California Drivers License.**

## COMPENSATION AND BENEFITS

Actual salary will be dependent on the qualifications of the successful candidate. The County also offers an attractive benefit program which includes the following:

- Merit Increases: Typically 5% each year for the first four years. After 6 years of County service, approximately 1.5% each year thereafter up to 30 years of service.
- Health Benefits: CalPERS medical plans available. Dental and vision plans also available. County pays 90% of employee only coverage and 70% of employee + one or more.
- Deferred Comp (457): Voluntary plans available through CalPERS or Nationwide.
- Retirement: Offers 2% at 55 CalPERS Miscellaneous Formula. County does not participate in Social Security.
- Life Insurance: County provides management employees with \$100,000. Additional coverage may be purchased by employee.
- Vacation: 12 vacation days per year for the first 5 years and incremental increases every 5 years thereafter up to 20 years of service.
- Sick Time: Accrue 12 days per year.
- Holidays: Average of 13 paid holidays per year including 2 floating holidays.
- Management Leave: Receive 56 hours per fiscal year.
- Emp. Asst. Prog: County paid for employees and dependents.
- Disability: Short/Long Term Plans

## APPLICATION AND SELECTION PROCEDURE

An official county application form and supplemental questionnaire is required which is available at the County's website, [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or through our office. Application Instructions and a complete job description are available on our website or upon request.

For qualification and ranking purposes, you must attach copies of required certificate(s), college transcript (s), or grade report(s) AND appropriate diploma(s). Failure to provide the required documentation will disqualify you from consideration for this recruitment.

**Top five ranks will be invited to participate in an interview with the appointing authority. First review for qualified applicants Monday, December 12, 2011.**

*Yuba County is an Equal Opportunity Employer*

### **Submit Completed Application Materials to:**

**Yuba County Human Resources & Organizational Services  
915 8th Street, Suite 113, Marysville, CA 95901  
[www.co.yuba.ca.us](http://www.co.yuba.ca.us)**

**Open Until Filled—First Review December 12, 2011**



# County of Yuba

<b>SUPPLEMENTAL QUESTIONNAIRE</b>	
<b>DEPUTY COUNTY COUNSEL I/II/III</b>	
Name:	Application Filing Deadline:
Daytime Telephone:	<b>Open Until Filled</b> <b>First Review Monday, December 12, 2011 5:00 p.m.</b>
Address:	Send this and all application materials to: Yuba County Personnel Department 915 Eighth Street, Suite 113 Marysville, CA 95901

This supplemental questionnaire is an integral part of the selection process. Your answers to these questions will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process. It is important that responses be as detailed as possible. A resume may be submitted but will NOT be accepted in lieu of a completed supplemental questionnaire. Please type responses on a separate sheet of 8 1/2 x 11 paper, reference responses to the appropriate questions and attach responses to this cover sheet. **FAILURE TO SUBMIT A COMPLETE COUNTY APPLICATION AND THIS SUPPLEMENTAL QUESTIONNAIRE TO THE YUBA COUNTY PERSONNEL/RISK MANAGEMENT DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

- In the chart below, please identify which areas of law you have experience as counsel by placing an "x" in the appropriate box. Then indicate your years of experience for each respective area of law.

<b>Civil Rights:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Labor Relations:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Employment:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Brown Act:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Conflict of Interest:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Public Finance:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Contracts:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Planning &amp; Zoning:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Public Works:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Affordable Housing:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Redevelopment:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Social Services:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____
<b>Law Enforcement Legal Advice:</b>	None <input type="checkbox"/>	Advisory <input type="checkbox"/>	Litigation <input type="checkbox"/>	Years of Exp: ____

2. Please describe and discuss the extent of your litigation experience. Include information regarding your role, level of responsibility and authority, the type and complexity of issues addressed, and methods used to gain concurrence and/or resolution.
3. Briefly describe three of the more significant cases you have participated in. In your description, please state the issues involved, extent of your involvement and the significance of these cases.

I attest under penalty of perjury that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I also certify I have reviewed and understand all the information contained in the General Information section of this supplement. I understand that any misrepresentation and/or falsification of my answers may make me ineligible to continue in this recruitment. My signature authorizes the County of Yuba to make any appropriate investigations to verify information.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_