



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**General Counsel**

**Class Code: 1120  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, coordinate, and provide strategic leadership for the activities and operations of the Legal Services Unit; provide performance management leadership to staff; coordinate assigned activities with other Department of Education divisions and outside agencies, and provide highly responsible and complex administrative support to the organization.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general direction from the Superintendent's office.
2. Exercises direct supervision over management staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Coordinate the organization, staffing, and operational activities for the Legal Services Unit including providing legal counsel for the Department of Education, community college districts, and school districts.
  2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Legal Services Unit; identify resource needs; recommend and implement policies and procedures.
  3. Select, train, motivate, and evaluate Legal Services Unit personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
  4. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

5. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
6. Participate in the development and administration of the Legal Services Unit program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
7. Direct and participate in the performance of professional legal counsel; act as an advocate for public education.
8. Coordinate the Legal Services Unit with those of other divisions and outside agencies and organizations; provide staff assistance to the Superintendent; prepare and present staff reports and other necessary correspondence.
9. Direct and participate in the drafting of legal documents, rules and regulations, resolutions, conveyances, contracts, and various related matters.
10. Serve as a member of the Superintendent's Cabinet.
11. Analyze and review contracts which bind or obligate the Department of Education; provide legal opinions and recommendations to ensure the Department of Education is properly and effectively represented in such matters.
12. Render legal opinions as required; conduct on-going legal research in connection with legal issues pertaining to the Department of Education and school districts.
13. Advise Board of Education during closed session, Inter-District Appeals, expulsion hearings, and real property matters.
14. Draft original legislation as required; review proposed legislation for school impact.
15. Appear before courts and administrative proceedings to represent the Department's/Board of Education interests as required; prosecute cases as required.
16. Represent the Department of Education/Board of Education in litigation instituted against the Department and local school districts.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.
18. Demonstrate attendance sufficient to complete the duties of the position as required.
19. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Operational characteristics, services, and activities of a legal services program.
2. Principles and applications of labor law, collective bargaining, business law, contracts, education law, and administrative law.

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**Knowledge of (cont.):**

3. Methods of legal research; established precedents applicable to activities.
4. Judicial procedures and rules of evidence.
5. Principles of budget preparation and control.
6. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
7. California Education Code, Administrative Codes, and the Government Code.
8. Pertinent federal, state, and local laws, codes, and regulations.

**Ability and Skill to:**

1. Provide administrative and professional leadership and direction.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Interpret and explain Legal Services Unit policies and procedures.
4. Prepare and control Legal Services Unit budget.
5. Prepare clear and concise reports.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Present statements of law, fact and argument clearly and logically.
9. Conduct research on complex legal problems and prepare sound legal opinions.
10. Prepare and present cases in court as required.
11. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Juris Doctorate from an accredited law school and membership in the California State Bar, and ten (10) years of increasingly responsible professional experience in K-12 and Community College educational law including supervision of attorneys and administrative staff.

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## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

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