

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Attorney III – County Counsel

Job # 23-JD5-01

Salary: \$12,641 – 15,359 / Month

Attorney IV – County Counsel

Job # 23-JD7-01

Salary: \$14,754 – 17,936 / Month

Supplemental Questionnaire Required
Open and Promotional

Closing Date: Friday, August 4, 2023

THE JOB: The Santa Cruz County Counsel's Office is seeking an experienced attorney to join a dynamic team of committed professionals dedicated to public service. This attorney will represent general government departments and related County boards and commissions. Representative clients could include departments handling health and human services, elections, land use and parks, public infrastructure, information services, law enforcement, public contracting, employment/personnel, juvenile dependency, government finance/tax and other areas. Main duties of this attorney will include providing advice and counsel on legal issues and drafting and reviewing contracts, ordinances, and resolutions related to the business of County departments. This attorney may also be required to conduct or assist with civil litigation and court hearings associated with their client departments (broad litigation experience is not necessary, but having basic litigation skills will make candidates more competitive for the position).

Candidates should have strong legal research and writing skills. Previous municipal or general government law experience is desired, but not required. **The list established from this recruitment will be used to fill current and future vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Attorney III: Two years of experience* as an attorney practicing civil law for a public agency or three years of full-time experience* as an attorney practicing general civil law.

Attorney IV: Three years of experience* as an attorney practicing civil law for a public agency or four years of full-time experience as an attorney practicing general civil law.

***Qualifying experience must be gained after admission to a State Bar.**



SPECIAL REQUIREMENT: Membership in the California State Bar.

Knowledge: Attorney III/IV: Thorough knowledge of the principles of civil, constitutional and administrative law, judicial procedures and the rules of evidence, and the principles, methods, materials and practices of legal research. Thorough knowledge of statutes and codes applicable to civil procedures, County ordinances and rules, and precedent decisions impacting County operations.

Ability to: Research, analyze and apply legal principles, facts, evidence and precedents to legal problems; analyze and appraise a variety of legal documents and instruments; draft legal documents such as ordinances, resolutions, statutes, and contracts; present statements of fact, law and argument clearly and logically in written and oral form; and establish and maintain effective working relationships with County and governmental officials and the general public.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ATTORNEY III & ATTORNEY IV – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Do you have experience representing government agencies, departments, and legislative boards or commissions in legal matters? If so, please describe the clients you represented, your responsibilities, the nature and subject matter of work handled, and any related information that you believe would assist the review committee.
2. Do you have experience in drafting contracts or other transaction-related legal documents? If so, please describe the types of documents and the general context of your work.
3. Do you have experience in drafting statutes, ordinances, resolutions, policies and procedures, or similar documents establishing laws, regulations, or the intent of a public agency? If so, please describe the types of documents and the general context of your work.
4. Do you have any civil litigation or courtroom experience? If so, please describe the types of hearings in which you have appeared, including average trial time, number of witnesses, and complexity of issues. Please include any experience with significant discovery and motion work.
5. Do you have any additional work experience that makes you a competitive candidate for this position? If so, please describe.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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