

ASSISTANT GENERAL COUNSEL II

DEFINITION

Litigates legal matters in which the District is involved and provides preventive legal counseling and informal dispute resolution services to an organizational unit.

TYPICAL DUTIES

As a member of a team of lawyers and support personnel:

- Litigates matters on behalf of the District in a specific area of the law.
- Provides day-to-day preventive legal counseling and informal dispute resolution to a District organizational unit.
- Provides specific expertise in one or more subject matter areas of law.
- Drafts and revises memoranda, opinions, contracts, rules, policies, and other documents to meet the needs of the District organizational unit to which assigned.
- Oversees matters related to outside counsel; coordinates with outside counsel on matters for which they have primary responsibility; and assists in discovery, reviewing materials, drafting documents, developing legal strategy, and reviewing bills.
- Trains non-lawyers as required.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant General Counsel II acts as a member of a legal team, litigates matters on behalf of the District, and provides preventive legal counseling and informal dispute resolution.

An Associate General Counsel I has primary responsibility to provide senior management with a high-level of legal expertise in a specialized area of law; handle complex, high profile, and exposure litigation; and act as Associate General Counsel II in his/her absence.

An Assistant General Counsel I performs entry-level litigation and legal attorney work as a member of a legal team.

SUPERVISION

General supervision is received from an Associate General Counsel II. General supervision is exercised over lower level support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Provisions of the Education Code, Government Code, California Code of Civil Procedure, and other laws, rules, and regulations related to the activities of the Office of the General Counsel
- Administrative organization of the Los Angeles Unified School District
- Basic concepts and applications of information systems

Principles of public relations

Principles of training, employee evaluation, employee relations, and progressive discipline

Methods of legal research and computer and legal software applications

Basic knowledge of litigation processes

Alternative dispute resolution mechanisms and other forms of informal dispute resolution

Specific areas of legal interest such as:

Facilities: access compliance of facilities for people with disabilities, charter schools, Proposition 39 compliance, construction, eminent domain; energy, environmental, labor compliance, land use, project labor agreements, real estate, and facilities-related litigation

Business Services: commercial contracts; government contracts; intellectual property; electronic commerce; torts; workers' compensation; risk management

Labor and Employment: Title VII; California Fair Employment and Housing Act; Age Discrimination in Employment Act; Americans with Disabilities Act; labor code; labor law; civil rights; Government and Education Code sections on labor

Education Legal Services: Education Code (generally); Federal education law; ethics; First Amendment; Fourth Amendment; criminal law; family law; privacy law; federal and State law regarding education of children with disabilities and background in litigation regarding the same; charter school legal guidelines and requirements; personnel and dismissal matters

Government Relations: general background in State and federal legislative and administrative process; legislative drafting; federal and State provisions for funding K-12 schools, including categorical programs and grants; constitutional law; District bulletins and policies; Board rules; current District consent decrees and related implementation plans; Brown Act; Public Records Act

Ability to:

Handle multiple litigation matters in State and federal courts and administrative agencies

Effectively oversee and manage litigation matters handled by outside counsel

Demonstrate strong leadership skills

Work effectively with legal and non-legal staff, outside counsel, and the community

Develop and build consensus and resolve conflicts

Train legal staff

Organize work and paper flow effectively and efficiently

Demonstrate strong legal research and writing skills

Demonstrate computer literacy

Understand broad concepts and integrate legal input into major District policy decisions

Communicate clearly both orally and in writing

Develop and maintain good relationships with clients, District personnel, and outside counsel

Develop trust and confidence of clients

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree and a Juris Doctor (J.D.) degree from an American Bar Association (ABA) accredited institution or an institution accredited by the Committee of Bar Examiners of the State Bar of California; a J.D. degree from an ABA accredited institution is preferred.

Experience:

Four years of experience as a practicing member of the Bar.

Special:

Authorization to practice law in California by the California State Bar Association.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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12-14-15
JPK

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