



THE COUNTY OF STANISLAUS

COUNTY COUNSEL



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

Deputy County Counsel II-IV / Deputy County Counsel Trainee

\$82,555-\$175,843 Annually

This is a continuous recruitment.

*We encourage you to apply immediately as this recruitment may close at any time.
Applications will be screened on a monthly basis.*

ABOUT THE DEPARTMENT

The County Counsel's Office serves as chief legal counsel for the Board of Supervisors, all County offices, departments, and commissions. The County Counsel's Office is responsible for providing legal advice and written opinions on matters that impact the operation of County government jurisdictions. The County Counsel's Office also represents the County in litigation and preparation of agreements, contracts, resolutions, and ordinances for the Board of Supervisors.

The County Counsel's Office regularly handles personnel matters, election matters, bond issues, trial and appellate litigation concerning child welfare practice, public social services, condemnation proceedings, Public Administrator matters, public guardianship and conservatorship matters, and tax cases, as well as keeping current with all Attorney General Office opinions, case decisions and legislative changes impacting the County.



*Interested in learning more about County Counsel?
Scan the QR code or visit www.stancounty.com/counsel*



THE POSITION

The General Legal Services section of the Office of County Counsel provides legal advice to the Board of Supervisors, the County Executive, and various County departments and agencies. General Legal Services attorneys research and analyze many areas of law, craft ordinances and policies, negotiate contracts, comment on legislation, and, most of all, solve problems for the County departments and officials they advise. Attorneys in this section are on the front lines of providing advice on programs of significant importance to the County's Board of Supervisors and the broader community. The section's practice is grounded in various areas of public law, including the Brown Act, the Public Records Act, and the Political Reform Act.

ABOUT THE POSITION

Deputy County Counsel Trainee

The Stanislaus County Office of County Counsel is seeking qualified law school graduates for the position of Deputy County Counsel Trainee. There is no requirement for being a member of the California State Bar, however applicants must be awaiting their California Bar Exam results.

As a member of the General Legal Services team, the candidate in this position could be assigned a variety of matters including contracts review, legal research in multiple areas of law, and advising County officials. The candidate will work with County department personnel, paralegals, and administrative support staff.

Deputy County Counsel Trainees will earn fifteen percent (15%) less than the minimum rate of the Deputy County Counsel II series.

- Trainees are part of the unclassified service of the County;
- Trainee appointments are not to last longer than one (1) year. However, appointments are able to be extended up to a maximum of two (2) years where minimum qualifications are involved;
- The Department may allow Deputy County Counsel Trainees multiple attempts to pass the California State Bar Exam.

This is a training level in the Deputy County Counsel series. Under the supervision of a Chief Deputy County Counsel, incumbents will perform work that requires basic knowledge within multiple areas of law and governmental procedure. Incumbents at this level will receive necessary training and supervision.

Promotional Opportunity

Deputy County Counsel Trainees may be promoted to Deputy County Counsel II upon successfully passing the California State Bar Exam, obtaining a California State Bar License Number, completing six (6) months of experience, and upon recommendation of their supervisor.

Deputy County Counsel II-IV

The General Legal Services section of the Office of County Counsel provides legal advice to the Board of Supervisors, the County Executive, and various County departments and agencies. General Legal Services attorneys research and analyze many areas of law, craft ordinances and policies, negotiate contracts, comment on legislation, and, most of all, solve problems for the County departments and officials they advise. Attorneys in this section are on the front lines of providing advice on programs of significant importance to the County's Board of Supervisors and the broader community. The section's practice is grounded in various areas of public law, including the Brown Act, the Public Records Act, and the Political Reform Act.



TYPICAL TASKS

- Represents, advises and prepares legal documents for one or more County departments, special boards, commissions, or other governmental bodies.
- Represents the County in litigation.
- Works with County departments to draft and pursue legislation, ordinances and amendments to State and County code.

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Legal principles and their application Legal research methods
- Principles of administrative and public law
- Duties, powers, limitations, and authority of the County Counsel's Office

SKILLS/ABILITIES

- Perform highly complex legal research work
- Analyze and apply legal principles and precedents to legal problems Present statement of fact, law, and arguments clearly and logically
- Draft ordinances, resolutions, and regulations
- Propose legislative measures
- Make appearance at local, state and federal courts

EDUCATION & EXPERIENCE

Deputy County Counsel Trainee

- Graduate of an accredited law school;
- Actively awaiting California State Bar Exam results

Diploma from accredited law school and California State Bar admission pending status page must be submitted in the appropriate section on the application form.

EDUCATION & EXPERIENCE CONT.

Deputy County Counsel II

- Minimum of one (1) year of experience in the general practice of law.

Deputy County Counsel III

Pattern I

- Minimum of one (1) years' experience as a Deputy County Counsel II for Stanislaus County or for another California public agency in an equivalent position(s) performing the same or similar duties

Pattern II

- Minimum of three (3) years' experience in the practice of public agency law, or civil law experience in areas such as civil litigation, probate, contracts, healthcare, employment, worker' compensation, real property, environmental, land use, litigation, intellectual property, or child dependency proceedings; OR
- Minimum of four (4) years' experience in the practice of law in California

Deputy County Counsel IV

Pattern I

- Minimum of one (1) years' experience as a Deputy County Counsel III for Stanislaus County or for another California public agency in an equivalent position(s) performing the same or similar duties.

Pattern II

- Minimum of four (4) years' experience in the practice of public agency law, or civil law experience in areas such as civil litigation, probate, contracts, healthcare, employment, workers' compensation, real property, environmental, land use, litigation, intellectual property, or child dependency proceedings.

License

- The individual selected must be an active member of the California State Bar at the time of appointment. The Bar membership must be listed at the appropriate section on the application form; and
- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

Six (6) months experience in one or more of the following specialized areas of law:

- Public works and construction;
- Land use and land use development;
- Public contracting;
- Finance;
- Property taxation;
- Elections;
- Transportation(including roads and airports);
- Affordable housing;
- California Environmental Quality Act (CEQA);
- Lanterman-Petris-Short Act (LPS);
- Community Assistance, Recovery & Empowerment Act (CARE);
or
- Labor relations (position classification, salary administration, Equal Employment Opportunity (EEO) programs, personnel policy administration, records management, leave of absence, disability management, or employee recruitment)



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:
\$82,555-\$175,843 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for management attorney employees including:

- Excellent retirement benefits (2% at approximately age 62 formula) Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 60 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance *
- Moving allowance *
- Disability protection
- Optional participation in Flexible Spending Account programs Optional Supplemental Life & AD&D insurance plans

*At department head discretion

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or up to 21 days of additional leave time! Visit stanjobs.org for more information.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of ClubWellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <https://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>.

APPLICATION PROCEDURES/FINAL FILING DATE: Continuous but may close at anytime

Written Examinations are tentatively scheduled on a continuous basis.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.