FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED CONFIDENTIAL POSITION

JCN: 280
RANGE: 178
EXEMPT

LEGAL COUNSEL

BASIC FUNCTION:
Under the direction of General Counsel, provide legal counsel and advice for legal matters and proceedings representing County Superintendent and auxiliary organizations, County Board, and school district and other clients (collectively referred to as clients); keep clients current concerning applicable legislation and laws; and provide direct services to clients.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- As assigned and under the direction of the General Counsel, advise, consult with, and provide strategic guidance to County Superintendent and County Superintendent management staff on issues relating to, but not limited to, the County Superintendent's office, its programs and operations, potential liability, etc.
- As assigned and under the direction of the General Counsel, attend and provide legal advice at meetings of the County Board, County Committee, or school district clients.
- As assigned and under the direction of the General Counsel, coordinate and handle issues related to elections, school district annual organizational meetings, public roster, and Form 700 filings.
- As assigned and under the direction of the General Counsel, handle legal matters, including, but limited to, governance, election, business, facilities, student discipline and expulsion, labor and employment, school district reorganizations, charter schools, and administrative and court proceedings relating to the County Superintendent, County Board, County Committee, Career Technical Education Charter High School (CTEC), and/or school district clients.
- As assigned and under the direction of the General Counsel, coordinate legal matters with outside counsel and self-insurance risk managers/adjusters.
- Assist General Counsel to manage and oversee department records and electronic storage of records and emails, and coordinate with General Counsel for destruction thereof; assist in the coordination, operation, and updating of the department’s electronic document management system.
- Attend and provide legal counsel to clients during meetings and hearings, including public meetings and hearings.
- Communicate with client administrators, personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues and conflicts.
- Work in collaboration with Associate Legal Counsel(s) on legal matters and provide training opportunities, to allow for further development of experience and applicable legal skills.
- Compile information and prepare and maintain a variety of records, reports, and files related to legal documents, programs, requirements, litigation, legislation, and assigned activities.
- Comply with applicable legal and ethical requirements governing attorneys, including but not limited to, the California State Bar Rules of Professional Conduct and federal and state requirements regarding confidentiality.
- Draft, review, analyze, and modify legal opinions, memoranda, correspondence, contracts, court documents, resolutions, notices, agreements, briefs, orders, pleadings, policies, and a variety of other legal documents as assigned; contact appropriate personnel to verify and ensure accuracy of information; review a variety of documents to analyze legality of actions.
- Maintain professionalism in the performance of responsibilities, including but not limited to, ensuring accuracy of information given and received; answering phones and responding to

clients and the public in timely, courteous, and professional manner; projecting a positive and helpful image to clients and the public.

- Prepare and deliver oral presentations concerning legal matters as directed; represent clients at court or administrative proceedings, labor negotiation sessions, grievance hearings, mediation/arbitration, and other proceedings; coordinate and conduct in-services concerning legal issues as assigned.
- Prepare workshop and training materials; provide workshops and training to clients and others on subject matters as assigned.
- Provide legal counsel and advice for legal matters and proceedings concerning client operations, activities, administrators, personnel, and students; respond to inquiries and provide recommendations and technical assistance regarding policy, personnel actions, legal compliance, specific or potential cases, appeals, and related laws, codes, rules, and regulations.
- Provide legislative and case law updates to clients concerning changes affecting educational operations and related policies, procedures, rules, regulations, and requirements; provide recommendations concerning methods for complying with the law.
- Remain current with professional responsibility rules applicable to attorneys; notify General Counsel of any conflict of interest or potential conflict of interest.
- Represent clients at administrative and court hearings as assigned; assist personnel in preparing for hearings.
- Research, assemble, review, and analyze facts, documents, laws, and circumstances related to legal issues, concerns, and assigned cases; determine and provide recommendations concerning appropriate legal actions; interpret and apply federal and state laws and regulations, administrative codes, and policies to provide advice and consultation regarding strategies for resolution of issue.
- Review, assemble, and organize documents in preparation of responses to and prepare responses to subpoenas, discovery, and public records requests.
- Assist General Counsel to train and provide work direction and guidance to assigned personnel; review work for accuracy, completeness, and compliance with established standards, procedures, and requirements.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-service, and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills, including but not limited to, tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to, a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function, or instructional area.
- Work collaboratively with General Counsel, other attorneys, and legal support staff to ensure the effective and efficient provision of services to clients and the implementation of department goals.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County or statewide.

- Work a flexible schedule as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Legal research and analysis consistent with professional standards.
- Practices, procedures, standards, techniques, and requirements involved in providing counsel for legal matters and proceedings concerning clients.
- Principles, practices, and procedures involved in the review and analysis of legal matters, circumstances, facts, and legislation.
- Principles, practices, requirements, and procedures related to the practice of law in California.
- Public speaking techniques.
- Record-keeping techniques and report preparation.
- Standard legal office practices and procedures; procedures for legal documentation.
- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and County Superintendent and County Board operations, policies, and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:
- Determine and provide recommendations concerning appropriate legal actions.
- Draft, review, analyze, and modify legal opinions, memoranda, correspondence, contracts, court documents, and a variety of other legal documents as assigned.
- Establish and maintain cooperative and effective working relationships with others, both inside and outside of the county office, including opposing advocates and legal counsel.
- Interpret and apply federal and state laws and regulations, and client policies to provide legal advice and consultation.
- Meet schedules and timelines.
- Plan, organize, and prioritize work.
- Prepare and deliver oral presentations.
- Prepare and maintain a variety of records and reports.
- Provide counsel and advice for legal matters and proceedings concerning client operations, activities, administrators, personnel, and students.
- Provide legislative and case law updates to client personnel concerning changes affecting educational operations and related policies, procedures, rules, regulations, and requirements.
- Research, assemble, review, and analyze facts, documents, legislation, and circumstances related to legal issues, concerns, and assigned cases.
- Analyze situations accurately and implement an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work, using own transportation.
- Maintain consistent, reasonably regular, punctual attendance consistent with County Superintendent policies, regulations, and procedures.
- Perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
- Completion of education and licensure requirements to practice law in California and relevant federal courts.
- Juris doctorate required.

EXPERIENCE:
- Minimum of five years of legal experience in representing county offices of education, school districts, or other public agencies.

LICENSURE AND OTHER REQUIREMENTS:
- Successful passing of the California Bar examination.
- Active member in good standing of the California State Bar.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility, and/or court/hearing room environment.
- Regular interruptions.
- Small and large group meetings.
- Virtual platforms.

PHYSICAL DEMANDS:
- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials, including but not limited to, fine print and computer screens.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing, and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull, or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:
- Abusive and potentially disruptive communication and behavior.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: 07/01/2007
Revised: 09/30/2014; 10/01/2017; 10/01/2020; 11/05/2025; 09/15/2026