

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

GENERAL COUNSEL

Reference Code: A247

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Range 51 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the responsible administrator for the Clark County School District's Office of the General Counsel. The General Counsel is a member of the Executive Cabinet, reports directly to the Superintendent of Schools (Superintendent), and serves as the chief legal officer on all matters related to District operation. In addition, the General Counsel provides legal services to the members of the Board of School Trustees in collaboration with counsel from the Clark County District Attorney's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepare and render legal opinions.
2. Supervise all aspects of litigation in which the District is named as plaintiff or defendant. These duties include, but are not limited to, the preparation of all pleadings, trial, and appellate briefs; negotiation between parties including certain settlements; the conduct of trial and hearings at the level of original jurisdiction or on appeal; and all other court or hearing appearances in order to represent the interests of the District.
3. Attend all of the Board of School Trustees meetings of the Clark County School District and provide counsel to the Superintendent, members of the Board of School Trustees, and other District administrators, as required.
4. Receive all documents incident to the noticing, calling, and conducting of school tax rate increase elections and school bond elections.
5. Provide direction in the drafting of legal documents, policies and regulations, resolutions, applications of diverse kinds, and other legal documents, upon request. The General Counsel reviews all such documents prior to submission to the Superintendent and the Board of School Trustees.
6. Provide legal assistance in the drafting of state and federal legislation proposed by the District for presentation to the Nevada State Legislature and United States Congress. Interpret the impact of legislation on the interests of the Clark County School District.
7. Provide assistance, as required, in negotiating the collective bargaining agreements under Chapter 288 of the Nevada Revised Statutes.
8. Represent the Clark County School District in the maintenance of standards of personal conduct, professional performance, and discipline in accordance with the current policies of the Board of School Trustees, laws of the State of Nevada, and laws of the United States.
9. Recommend employment of outside counsel in specialized areas of the law and offer those recommendations to the Superintendent for consideration.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly, both orally and in writing.
2. Ability to effectively communicate with District staff, the Board of School Trustees, and community groups.
3. Demonstrated leadership and organizational skills.

POSITION REQUIREMENTS:

Education and Training:

Graduation from an accredited school of law.

Licenses and Certifications:

1. Licensed to practice law in the State of Nevada and federal courts or evidence of admission to the Nevada Bar within nine (9) calendar months of the first day of service. (Failure to be admitted to the bar within the specified time is cause for termination of employment without the right to reassignment.)
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Twelve (12) years experience in the practice of law, including substantial responsible litigation and administrative law experience.
2. Experience in the practice of law, preferably in the public sector.
3. Knowledge of the application of the law in employment and school settings.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.