

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DEPUTY GENERAL COUNSEL

Reference Code: A620

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Range 47 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the assistant to the General Counsel who is the responsible administrator for the Clark County School District's Legal Department. In addition to assisting the General Counsel with the administration of the Office of the General Counsel, this position provides legal counsel, representation, and research for the Board of School Trustees, the Superintendent of Schools (Superintendent), and staff on District matters as directed by and subject to the supervision of the General Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assist the General Counsel in administering the day-to-day activities of the Office of the General Counsel and act for the General Counsel in case of absence.
2. Exercise direct supervision over the office staff as assigned by the General Counsel.
3. Prepare and conduct litigation and administrative law hearings as assigned by the General Counsel; do all things necessary or desirable in conjunction therewith on behalf of the District including, but not limited to, the preparation of all pleadings, trial, and appellate briefs; negotiation between parties; 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, most effectively, the interests of the District, as such interests are interpreted by the General Counsel.
4. Prepare and render legal opinions concerning District powers, functions, jurisdiction, and procedures, and provide other legal, quasi-legal, and research services to the Board of School Trustees (or any member thereof), the Superintendent, and staff.
5. Provide legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds, and all other legal or quasi-legal type papers upon request, and approve such writings as to legality and form.
6. Provide legal assistance in the drafting of state legislation proposed by the Clark County School District for presentation to the Nevada State Legislature or the United States Congress.
7. Assume responsibility for major litigation involving the District under the general direction of the General Counsel.
8. Participate in in-service education programs for the benefit of administrative and licensed personnel, including seminars and conferences with administrators and others, as requested by the General Counsel.
9. Establish, maintain, and support standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of School Trustees.
10. In the absence of the General Counsel, attend and provide legal advice at all meetings of the Board of School Trustees, ad-hoc committees established by the Board of School Trustees, citizen committees, and other meetings as the General Counsel might direct.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Demonstrated leadership skills.
2. Exhibit personal appearance and manner appropriate to the profession.
3. Ability to communicate clearly both orally and in writing.
4. Ability to make effective presentations to school, District, and community groups.
5. Ability to work cooperatively with colleagues, parents, school personnel, and representatives of community organizations or agencies.
6. Ability to effectively litigate contested matters from initial appearance through the appeal process.

POSITION REQUIREMENTS:

Education and Training:

Graduation from an accredited school of law.

Licenses and Certifications:

1. Licensed to practice law in the state and federal courts of Nevada, or evidence of admission to the Nevada Bar within twelve (12) months of the first day of service. (Admission to the Nevada Bar within the specified time is a condition of employment.)
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Ten (10) years experience in the practice of law, including substantial responsible litigation experience.
2. Directly related personnel, labor or school law experience is desirable but not required.
3. Ability to prepare and render expert legal opinions and represent the District, as necessary, in legal matters.
4. Knowledge of legal statutes, codes, and procedures; knowledge of methods and procedures required to provide legal and quasi-legal services to an administration and governing body in a public agency.

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.