

General Counsel

Position Details

Job Code: U7351

Reference Code: A247

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 51 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to serve as the responsible administrator for the Clark County School District (CCSD)'s Office of the General Counsel. The General Counsel is a member of the Executive Cabinet, reports directly to the Superintendent of Schools, and serves as the chief legal officer on all matters related to CCSD operation. In addition, the General Counsel provides legal services to the members of the Clark County School District Board of 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. Prepares and renders legal opinions.
2. Supervises all aspects of litigation and administrative actions in which CCSD 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 CCSD.

3. Attends all of the Board of School Trustees meetings of the Clark County School District and provides counsel to the Superintendent, members of the Board of School Trustees, and other CCSD administrators, as required.
 4. Receives all documents incident to the noticing, calling, and conducting of school tax-rate increase elections and school bond elections.
 5. Provides legal advice in the drafting of legal documents, policies and regulations, resolutions, and other documents, upon request; the General Counsel reviews all such documents prior to submission to the Superintendent and the Board of School Trustees.
 6. Provides legal assistance in the drafting of state and federal legislation proposed by CCSD for presentation to the Nevada State Legislature and United States Congress; interprets the impact of legislation on the interests of CCSD, and testifies before legislative bodies, as requested.
 7. Provides assistance, as required in negotiating the collective bargaining agreements under Chapter 288 of the Nevada Revised Statutes (NRS) and other employment contracts.
 8. Supervises the delivery of legal services and counseling by the Office of General Counsel to schools and central office administration on legal and administrative issues, as required.
 9. Recommends employment of outside counsel in specialized areas of the law and offers those recommendations to the Superintendent for consideration.
 10. Provides training on relevant aspects of the law to staff and administration, as appropriate.
 11. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal and state laws affecting school districts.
 2. Knowledge of employment and personnel law, preferably in school settings.
 3. Ability to communicate clearly, both verbally and in writing.
 4. Ability to effectively communicate with CCSD staff, the Board of School Trustees, and community groups.
 5. Demonstrated leadership and organizational skills.
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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.
2. A valid driver's license or state-issued identification card.

Experience

1. Ten (10) years' experience in the practice of law, including substantial responsible litigation and administrative law experience, preferably in the public sector.
2. Administrative and/or supervisory responsibility and experience, in the private or public sector.

Preferred Qualifications

None specified.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/08/24
- Created: 12/11/96