

# Head Legal Counsel

## Position Details

Job Code: U7352

Reference Code: A250

Division/Unit: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 49 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The Head Legal Counsel will be responsible for legal services to the Clark County School District (CCSD) by providing legal counsel, representation, and research for the Superintendent of Schools, and staff regarding CCSD matters. The person selected will be responsible for handling all of the day-to-day legal and business affairs of CCSD across all legal departments under the General Counsel.

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## Essential Duties and Responsibilities

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

1. Provides legal opinions, legal interpretations, and recommendations to CCSD administration for the purpose of ensuring the CCSD maintains compliance with local, state, and federal regulations.
2. Reviews, edits, and creates CCSD documents for the purpose of conveying information to both internal and external entities in a legally compliant manner.
3. Advises CCSD staff concerning legal matters for the purpose of maintaining the CCSD in compliance with local, state, and federal regulations.
4. Prepares a wide variety of written materials for the purpose of documenting activities, providing written references, conveying information, and/or supporting presentations concerning policy and procedure changes.

5. Assists the General Counsel in all aspects of litigation and administrative actions in which CCSD is named as a plaintiff or defendant. These duties include, but are not limited to the support of the preparation of all pleadings, trial, appellate briefs; negotiations between parties including certain settlement; 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.
  6. Prepares and renders legal opinions concerning CCSD powers, functions, jurisdiction, and procedures, and provides other legal, quasi-legal, and research services to the Superintendent and staff.
  7. Provides 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; approves such writings as to legality and form.
  8. 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 the CCSD, and testifies before legislative bodies, as requested.
  9. Supervises the delivery of legal services and counseling by the Office of General Counsel to schools and central office administration on legal employment and administrative issues, as required.
  10. Provides legal review of proposed state legislation drafted by parties other than the CCSD, which may have an impact on the CCSD.
  11. Participates 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.
  12. Supports with the recommendations of employment of outside counsel in specialized areas of the law and offers those recommendations to the Superintendent for consideration.
  13. In the absence of the General Counsel, attends and provides legal advice at all meetings of the Clark County School District Board of Trustees, ad-hoc committees established by the Board of School Trustees, citizen committees, and other meetings, committees, hearings and events as the General Counsel might direct.
  14. Provides training on relevant aspects of the law to staff and administrative personnel, including seminars and conferences, as appropriate.
  15. Establishes, maintains, and supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of School Trustees.
  16. 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. Knowledge of legal statutes, codes and procedures, public works, and methods and procedures required to provide legal/quasi-legal services to administration and governing body in a public agency.
  4. Ability to prepare and render expert legal opinions and represent CCSD, as necessary, in legal matters.
  5. Ability to communicate clearly both verbally and in writing.
  6. Ability to effectively communicate with CCSD staff, the Board of School Trustees, and community groups.
  7. Ability to make effective presentations to school, CCSD, bargaining units, and community groups.
  8. Ability to work cooperatively with colleagues, parents/guardians, school personnel, and representatives of community organizations or agencies.
  9. Ability to effectively litigate contested matters from initial appearance through the appeal process.
  10. Ability to recognize and report hazards and to apply safe work methods.
  11. Exhibit personal appearance and manner appropriate to the profession.
  12. Demonstrate 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 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 or state-issued identification card.

### Experience

1. 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**

Experience practicing law in the areas of government/public, labor and employment, civil rights litigation, construction, real estate, litigation, or school law is desirable but not required.

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

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## **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, or 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**

- Created: 10/10/2023