

Deputy General Counsel

Position Details

Job Code: U7356

Reference Code: A620

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 48 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as the direct report to the Clark County School District General Counsel who is the responsible administrator for the Office of the General Counsel. 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 Superintendent, Administrators, and some staff of the District on legal issues regarding District matters as directed by and subject to the supervision of the General Counsel. This position would cover meetings, hearings, and other events when the General Counsel is unavailable.

Essential Duties and Responsibilities

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

1. Assists the General Counsel in administering the day-to-day responsibilities and functions of the Office of the General Counsel and acts on behalf of the General Counsel in case of absence.
2. Exercises direct supervision over the Office of the General Counsel staff as assigned by the General Counsel.
3. Directs and manages civil litigation, administrative law hearings, department policy, and other legal advice as assigned by the General Counsel.

4. Performs all legal and administrative activities necessary or desirable in conjunction therewith on behalf of the District's Office of the General Counsel including the preparation of all litigation including strategy and monitoring of pleadings, trials, appellate briefs, and negotiations between parties.
5. Develops strategy and procedures regarding litigation, meetings, hearings, trainings, document review, and general legal document drafting.
6. Monitors or directs participation in all disputes, cases, appeals, hearings, advocacy, and other appearances in order to represent the interests of the District, most effectively, as such interests are interpreted by the General Counsel and the Superintendent.
7. Prepares and renders legal opinions concerning federal and state law, District Policies and Regulations, powers, functions, jurisdiction, strategy, problem solving, and procedures, and provides other legal, quasi-legal, and research services to the General Counsel, Superintendent, Administrators, and other staff.
8. Provides legal assistance in the drafting of legal documents, Policies and Regulations, General Orders, resolutions, applications of diverse kinds (when appropriate), and all other legal or quasi-legal type papers upon request, and approves such writings as to legality and form.
9. Provides legal assistance in the drafting of state legislation proposed by the District for presentation to the Nevada State Legislature or the United States Congress.
10. Provides legal review of proposed state legislation drafted by parties other than the District, which may have an impact on the District.
11. Assumes responsibility for major litigation involving the District under the general direction of the General Counsel.
12. 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.
13. Establishes, maintains, and supports standards of personal conduct and discipline in accordance with current District discipline policies and federal and state law.
14. 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.
15. Reviews and approves, when appropriate, staff leave requests and purchases for the Office of the General Counsel.

16. Directly performs hiring procedures, discipline, goal setting, and performance reviews of staff including attorneys and other administrators in the Office of the General Counsel as assigned by the General Counsel.
 17. Creates and maintains emergency preparedness plan for the Office of the General Counsel.
 18. Conducts investigations and issues disciplinary documents as required and as directed by the General Counsel.
 19. Regularly meets with staff as assigned by the General Counsel to facilitate and support goal setting, performance reviews, workload assignments and efficiency for the Office of the General Counsel.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of District procedures, Policies and Regulations, legal statutes, codes, and knowledge of methods and procedures, law or related research activities, required to provide legal and quasi-legal services to an administration and governing body in a public agency.
 2. Knowledge of and ability to manage staff.
 3. In-depth knowledge of inter-department functions and duties.
 4. Ability to prepare and render expert legal opinions and represent the District, as necessary, in legal matters.
 5. Demonstrated leadership skills.
 6. Exhibit personal appearance and manner appropriate to the profession.
 7. Ability to communicate clearly both orally and in writing.
 8. Ability to make effective presentations to school, District, and community groups.
 9. Ability to work cooperatively with colleagues, parents/guardians, school personnel, and representatives of community organizations or agencies.
 10. Ability to effectively litigate contested matters from initial appearance through the appeal process.
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Position Requirements

Education and Training

Graduation from an accredited school of law.

Licenses and Certifications

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.)

Experience

Ten (10) years' experience in the practice of law, including substantial responsible litigation experience.

Preferred Qualifications

Directly related personnel, labor or school law experience 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.

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

- Revised: 04/12/22
- Created: 11/26/08