

# Senior Assistant General Counsel

## Position Details

Job Code: 7358

Reference Code: A621

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position serves to provide legal counsel, representation, and research for the Clark County School District Board of Trustees, the Superintendent of Schools (Superintendent), and staff on Clark County School District (CCSD) matters and to provide supervision to designated personnel in the office as directed by the General Counsel. This position is subject to the supervision of 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 administrative direction along with supervision over assigned assistants, department personnel, and other related employees as directed by the General Counsel.
2. Prepares as well as conducts litigation and administrative law hearings, as assigned by the General Counsel or as necessary to complete department responsibilities; does all things necessary or desirable in conjunction therewith on behalf of CCSD 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 CCSD, as such interests are interpreted by the General Counsel.

3. Prepares and renders legal opinions concerning CCSD powers, functions, jurisdiction, and procedures; as well as provide other legal, quasi-legal, and research services to the Board of School Trustees (or any member thereof), the Superintendent, and staff.
  4. Provides legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds, along with all other legal or quasi-legal type papers upon request, and approve such writings as to legality and form.
  5. Provides legal assistance in the drafting of state legislation proposed by CCSD for presentation to the Nevada State Legislature or the United States Congress.
  6. Assumes responsibility for major litigation involving CCSD under the general direction of the General Counsel.
  7. Participates in in-service education programs for the benefit of administrative and teaching personnel, including seminars and conferences with administrators and others, as requested by the General Counsel.
  8. Establishes, maintains, and supports standards of personal conduct as well as discipline in accordance with the current discipline policy approved by the Board of School Trustees.
  9. 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 such other meetings as the General Counsel might direct.
  10. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Demonstrated leadership and supervision skills.
  2. Ability to communicate clearly both verbally and in writing.
  3. Exhibit personal appearance and manner appropriate to the profession.
  4. Ability to make effective presentations to school, CCSD, Board, and community groups.
  5. Ability to work cooperatively with colleagues, parents/guardians, school personnel, and representatives of community organizations or agencies.
  6. 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**

1. Eight (8) years' experience in the practice of law, including substantial responsible litigation experience.
2. Ability to prepare and render expert legal opinions and represent the District, as necessary, in legal matters.
3. Knowledge of legal statutes, codes, and procedures; and methods and procedures required to provide legal and quasi-legal services to an administration and governing body in a public agency.

## **Preferred Qualifications**

1. At least five (5) years of government counsel or related attorney supervisory experience or at least two (2) years of CCSD counsel experience.
2. 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.**

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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**

- Revised: 10/05/23
- Created: 11/25/08