



## THE AGENCY

Schools Legal Service is a joint powers entity providing legal and collective bargaining services to more than 80 California public education agencies since 1976. Housed in the downtown offices of its administrative agent, the Kern County Superintendent of Schools, Schools Legal Service employs a talented, diverse staff to advise and represent school districts, community college districts, and county offices of education on a wide variety of subjects, including labor and personnel issues, construction law, student issues and special education, developer fees, school site acquisition, civil litigation, governance matters, nonprofit educational foundations, constitutional issues, and general business matters.

Bakersfield, Kern County's largest city, is less than two hours from downtown Los Angeles, two hours from the Pacific Ocean, and one hour from the Sierra Nevada Mountains. Residents enjoy life in a growing community with a small-town feel, access to excellent school systems, a fine community college and state university. The downtown area is in the midst of revitalization.

Competitive salaries and a moderate cost of living make Kern County an affordable place to live. Housing options are available to suit almost every lifestyle.

*The provisions of this bulletin do not constitute a contract, expressed or implied, and any of the provisions contained here may be modified or revoked without notice.*

Mailing Address:  
P.O. Box 2445  
Bakersfield, CA 93303  
Phone: (661) 636-4830  
Fax: (661) 636-4843  
sls@kern.org

[www.schoolslegalservice.org](http://www.schoolslegalservice.org)

Administrative Agent:  
Office of Mary C. Barlow  
Kern County Superintendent of Schools  
1300 17th Street - CITY CENTRE  
Bakersfield, CA 93301-4533  
*Advocates for Children*

*"The Kern County Superintendent of Schools Office prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, marital or parental status or association with a person or a group with one or more of these actual or perceived characteristics".*

*Seeks to Establish an Eligibility List:*

## Associate Counsel Education Law Attorney

*Focus Area:*  
Labor & Employment Law  
Practice Group



FEBRUARY 2016



## THE POSITION

We are seeking an eligibility list for the labor and employment practice group.

The successful candidate will advise and represent school and community college districts in a wide variety of employment matters including employee performance and discipline, workplace investigations, employee leaves, and the development and presentation of employer trainings. Work in the area of collective bargaining may also be assigned, as well as work in other practice areas.

## PROFESSIONAL QUALIFICATIONS

The successful candidate must be an active member of the California State Bar. Administrative law or education law coursework or experience is helpful, but not required.

## PREPARATION AND EXPERIENCE

The candidate must have at least two years experience as a practicing attorney (experience as a paralegal or law clerk may be substituted for up to one year in practice). Hearing or trial experience (whether civil, administrative or criminal) is highly desirable; labor & employment law experience is desirable but not required.

The candidate should have excellent oral and written communication and advocacy skills, and be able to work under pressure and prioritize time deadlines. The position requires travel to the various member school districts in Santa Barbara, San Luis Obispo, Kern, Tulare, Inyo, Mono, and northern Los Angeles counties.

## SALARY AND TERMS OF EMPLOYMENT

The monthly 2016–17 salary range for Associate Counsel is \$7,431 to \$10,124. Maximum entry level is \$8,191. Holiday, sick leave, and generous vacation benefits are provided. Prepaid medical with prepaid prescription card, dental, vision, and counseling plans are provided for employee and family, along with a prepaid life insurance policy. Direct Loan Program loans are eligible for the Public Service Loan Forgiveness program.

Employees of the Kern County Superintendent of Schools Office are not covered by Social Security, but do have mandatory retirement coverage with the California Public Employees Retirement System (CalPERS). The Kern County Superintendent of Schools Office is an equal opportunity employer. Direct Loan Program loans are eligible for the Public Service Loan Forgiveness program.

## APPLICATION PROCEDURES

Interested candidates are invited to submit a Classified Employment Application through the EDJOIN link at [www.kern.org/hr](http://www.kern.org/hr).

The following additional documents must be uploaded via EDJOIN in order to be considered in the hiring process (pertains to current employees also):

- A résumé
- A writing sample
- Two letters of professional reference

A scanner to upload required documents is available in the Human Resources office located at 1300 17th Street, Bakersfield, CA 93301.

The documents will be scanned and emailed to the candidate. It is the candidate's responsibility to attach all documents to the EDJOIN application by the filing deadline.

All required documents must be submitted by March 24, 2017. Applications materials will be screened, and successful candidates will be scheduled for an oral screening during the week of April 13. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met. Individual must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license. This position is part of the Merit System classified service of the Office of the Kern County Superintendent of Schools. A probationary period of one year applies to this position. Current membership in the California Bar Association required.

## SELECTION PROCEDURES

The following are the selection procedures for the position:

- **Screening:** Each candidate's file and professional references will be evaluated by a screening panel. Applications will be kept in strictest confidence.
- **Initial Interview:** Candidates achieving a rating of 70 percent or better will qualify to continue in the eligibility screening process, and an individual appointment will be scheduled during the week of April 13.
- **Final Interview:** Candidates considered best qualified will be scheduled for a final interview after April 11, 2017. Each applicant will be advised on the status of his or her candidacy.