



SCHOOLS  
L E G A L  
SERVICE

## 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 attorneys and support 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 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, express or implied, and any of the provisions may be modified or revoked without notice.*

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*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:*

**Assistant General Counsel  
Education Law Attorney**



OCTOBER 2018



## THE POSITION

Schools Legal Service is seeking to fill the position of Assistant General Counsel. The successful candidate will serve as a key member of the Schools Legal Service management team working under the direction of the General Counsel to plan, organize, and implement assigned functions, coordinate and evaluate the work of staff as assigned, and advise and represent client education agencies in a variety of matters, which can include labor and personnel, student and special education issues, and governance and business matters. The Assistant General Counsel will participate in planning and execution of strategic planning and business development efforts.

## 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 seven years of progressively responsible experience as an attorney representing clients in public or private practice. Three years of experience emphasizing government, trial practice, or administrative law is preferred. Hearing or trial experience (whether civil, administrative, or criminal) is highly desirable; special education law, personnel law, and/or collective bargaining experience are 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 2018 –19 salary range for Assistant General Counsel is \$10,896 to \$14,124. Maximum entry level is \$12,013. Holiday, sick leave, and generous vacation benefits are provided. Prepaid medical benefits, with prepaid prescription card, dental, vision, and counseling plans, are provided for employee and family, along with a prepaid life insurance policy.

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.



## 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 to be considered in the hiring process (pertains to current employees also):

- A résumé
- A writing sample
- Two letters of professional reference
- Responses to supplemental questions

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 October 29, 2018. Application materials will be screened and successful candidates will be scheduled for an oral screening during the week of November 5. 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 is 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 November 5.
- **Final Interview:** Candidates considered best qualified will be scheduled for a final interview after November 13, 2018. Each applicant will be advised on the status of his or her candidacy.