

Assistant General Counsel

Position Details

Job Code: U7353

Reference Code: A248

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 46 of the Unified Administrative Salary Schedule, 12 months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide legal counsel, representation, and research for the Clark County School District (CCSD) and the Superintendent as directed by and subject to the supervision of the General Counsel or designee. This position is directly responsible to the General Counsel, Office of the General Counsel.

Essential Duties and Responsibilities

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

1. Prepares and conducts litigation along with administrative law hearings as assigned by the General Counsel; 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.
2. Prepares and renders legal opinions concerning CCSD powers, functions, jurisdiction, and procedures; provides other legal, quasi-legal, and research

- services to the Clark County School District Board of Trustees (or any member thereof), the Superintendent, and staff.
3. Provides legal assistance in the drafting of legal documents, rules as well as regulations, resolutions, applications of diverse kinds, along with all other legal or quasi-legal type papers upon request, and approves such writings as to legality and form.
 4. Provides legal assistance in the drafting of state legislation proposed by CCSD for presentation to the Nevada State Legislature or the United States Congress.
 5. Under the general direction of the General Counsel, assumes responsibility for major litigation involving CCSD.
 6. Participates in in-service education programs for the benefit of administrative as well as teaching personnel, including seminars and conferences with administrators and others, as requested by the General Counsel.
 7. Establishes, maintains, and supports standards of personal conduct as well as discipline in accordance with the current discipline policy approved by the Board of Trustees.
 8. In the absence of the General Counsel, attends and provides legal advice at all meetings of the Board of Trustees, ad hoc committees established by the Board of Trustees, citizen committees, and such other meetings as the General Counsel might direct.
 9. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Knowledge of legal statutes, codes and procedures, public works, as well as methods and procedures required to provide legal/quasi-legal services to an administration and governing body in a public agency.
 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, 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.
-

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.
2. A valid driver's license or state-issued identification card.

Experience

A minimum of one (1) year experience in the practice of law, including substantial litigation experience with appearance in the courtroom or administrative hearings is required. A writing sample must be provided, preferably a Motion or Petition in State or Federal Court.

Preferred Qualifications

Experience in personal injury litigation. Experience in the areas of government/public law, personnel, labor, civil rights 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.

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, 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: 03/18/25
- Created: 10/16/00