

Head Litigation Counsel

Position Details

Job Code: U7387

Reference Code: A251

Division: Office of the General Counsel

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 49 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

Under the direction and supervision of the General Counsel, the Head Litigation Counsel will be responsible for all necessary and relevant legal services to the Clark County School District (CCSD) and the Superintendent relating to litigation matters involving CCSD. The Head Litigation Counsel shall have the authority to direct and supervise other attorneys and staff regarding litigation assignments and work.

Essential Duties and Responsibilities

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

1. As assigned by the General Counsel, the attorney will conduct research, review, and negotiate contracts; conduct litigation and administrative law hearings; and advise various departments and others on behalf of CCSD, in order to represent interests of CCSD effectively, as such interests are interpreted by the General Counsel.
2. Prepares and renders legal opinions concerning CCSD powers, functions, jurisdiction, and procedures, and provides other legal, quasi-legal, and research services to the General Counsel, the Superintendent, and staff.
3. Provides legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds, and 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 and 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 and discipline in accordance with the current discipline policy approved by the Clark County School District Board of Trustees.
 8. In the absence of the General Counsel, at the request of the General Counsel or Superintendent, 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.
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Position Expectations

1. Knowledge of federal and state laws affecting school districts.
 2. Knowledge of employment and personnel law, preferably in school settings.
 3. Knowledge of legal statutes, codes and procedures, public works, and methods and procedures required to provide legal and quasi-legal services to an administration and governing body in a public agency.
 4. Ability to prepare and render expert legal opinions and represent CCSD, as necessary, in legal matters.
 5. Ability to communicate clearly both verbally and in writing.
 6. Ability to effectively communicate with CCSD staff, the Board of Trustees, and community groups.
 7. Ability to make effective presentations to school, CCSD, bargaining unit representatives, and community groups.
 8. Ability to work cooperatively with colleagues, parents/guardians, school personnel, and representatives of community organizations or agencies.
 9. Ability to effectively litigate contested matters from initial appearance through the appeal process.
 10. Exhibit personal appearance and manner appropriate to the profession.
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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 in the state and federal courts of Nevada.
2. A valid driver's license or state-issued identification card.

Experience

1. Eight (8) years' experience (12 preferred) in the practice of law, including substantial litigation, employment, and labor law experience in both courts and administrative hearings.
2. Experience in the public sector.

Preferred Qualifications

Experience in the areas of government/public law, personnel, labor, 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

- Created: 03/18/25