The County of Santa Clara
Invites applications for
ASSISTANT COUNTY COUNSEL
An Executive Leadership Career Opportunity

The Office of the County Counsel is the legal counsel for the County of Santa Clara, including the Board of Supervisors and all County agencies and departments, as well as certain school districts and special districts within the county. Just as a large company utilizes its in-house counsel, the County relies on the Office of the County Counsel for the full range of legal services, covering a broad spectrum of practice areas. The Office’s 110 attorneys handle issues in areas including but not limited to health care, public finance/taxation, real estate, affordable housing, and government ethics, as well as nearly all of the County’s civil litigation, including employment, personal injury, breach of contract and civil rights, and social justice and impact litigation. The Office also provides all day-to-day legal services expected from any in-house attorney, including advice and counsel regarding how to navigate emerging areas of law, and negotiation and drafting of contracts and other legal agreements. As public law attorneys, the Office’s work covers a wide array of policy matters that significantly affect the health, safety, and well-being of the County’s 2 million residents.

The Office is committed to providing the highest quality legal service, advancing the County’s mission to support and protect all County residents, and being a national leader in public-sector law practice. For more information on the Office’s work and accomplishments, CLICK HERE

County of Santa Clara
70 West Hedding Street, San Jose, CA 95110

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.
The Office’s legal services, client relations, work-product quality, and administration are managed by the County Counsel executive team, composed of the County Counsel, a Chief Assistant County Counsel, five Assistant County Counsels, the Office’s Legal and Compliance Officer, and a Financial and Administrative Services Manager. A team approach is employed to provide legal services in the major practice areas including: health and hospital services; public safety and justice; labor and employment; juvenile dependency and other Social Services Agency programs; conservatorships; litigation defense, including workers’ compensation; social justice and impact litigation; civil and code enforcement; and general government advice and representation including land use, finance, election law, property taxation, transportation, public works and construction, real property, ethics, and conflicts of interest.

The Assistant County Counsel is an unclassified, at-will, executive leadership position responsible for assisting in strategic planning, development, oversight, and administration of the Office of the County Counsel. The Assistant County Counsel manages and oversees the work of attorneys to ensure high-quality work product, project prioritization to meet deadlines, and attorney development. The Assistant County Counsel also performs high-level legal work in civil matters of a complex nature.

**KEY RESPONSIBILITIES**

- Assists the County Counsel in the strategic development and implementation of Office and County goals.
- Plans, organizes, supervises, assigns, and evaluates the work of attorneys in the Office.
- Mentors attorneys to build and maximize individual and team strengths, and oversees attorney development and retention.
- Reviews briefs, opinions, contracts and other documents prepared by attorneys in the Office to ensure high-quality legal work and consistency in research, writing, advising, and representation.
- Oversees and manages client relations to anticipate and address client needs.
- Performs assignments of a complex legal nature in advice and litigation, including providing creative strategies for problem-solving.
- Represents the Office at various boards and commissions meetings.

**CHALLENGES AND OPPORTUNITIES**

The Office of the County Counsel plays an integral role in supporting the work of the Board of Supervisors and County departments/agencies. Although the Office does not provide legal services to the general public, our work and strategic advice have a direct impact on delivery of services by enabling the County to provide more effective, efficient services and to appropriately manage legal risks. For example, our Office is assisting the County in providing support for the homeless and creating affordable housing, responding to the increasingly competitive healthcare market and attempts to repeal the Affordable Care Act (ACA), assisting in efforts to reform and improve the operation of County jails, and addressing challenges from the federal government. The Office is continuing to develop and implement major policies and special initiatives for the Board of Supervisors related to bail reform, human trafficking, pay equity, wage theft, pay for success, living wage, immigrants’ rights, surveillance technology, public health, and LGBTQ rights. The Office’s support of major initiatives in the areas of housing, real estate transactions, and contracting will be primary areas of focus in the coming year.

With potential fiscal shortfalls at the federal and state level, the County faces an array of new challenges both on the litigation and policy fronts to protect key programs and services such as healthcare, social services, emergency preparedness, and public health.

The Office continues to look for ways to streamline our existing services and to find ways to enhance our valuable legal services related to pending legislative issues, policy development, legal risk management, and both defense and affirmative litigation.
THE IDEAL CANDIDATE

A qualified candidate is an active member in good standing with the California State Bar and typically has a minimum of seven (7) years’ experience as an attorney managing complex legal assignments; OR at least five (5) years’ experience performing high level professional legal work, of which at least two have been devoted primarily to municipal or county government law. An ideal candidate has experience managing a team handling complex assignments of a sensitive nature that requires adherence to tight deadlines and involves multiple personnel.

Candidates should have thorough knowledge of civil, constitutional, and administrative law; principles of organizational development, administrative management, and supervision; principles and laws affecting the powers and duties of the County and its officers; and judicial procedures and rules of evidence. Candidates should have exceptional legal research and writing skills; strong communication skills to be able to explain complex legal issues to judges, arbitrators, elected officials, and a diverse range of clients; and strong interpersonal skills to build teams and mentor attorneys. Candidates should have a demonstrated ability to: analyze, appraise, and organize facts, evidence, and precedents and to present such material verbally and in writing in clear, logical, and persuasive form; work closely with the County Counsel in developing, implementing, and defending public policies established by the Board of Supervisors and the County Executive; establish and maintain effective working relationships with clients, members of the legal profession, other governmental offices, and staff; plan, assign, direct, and evaluate the work of subordinate attorneys and other staff; and advise and represent clients. Candidates are expected to practice the highest level of ethics and professional responsibility.

FOR A COMPLETE JOB DESCRIPTION
CLICK HERE

DESIRABLE CHARACTERISTICS

We seek an individual who is passionate about public service, is a thoughtful strategist and problem-solver, and possesses excellent judgment to assess not just a legal problem but also the business, social, and political context within which the legal problem must be resolved. The ideal candidate will: have a demonstrated history of hard work and dedication; have a high level of integrity and honesty; be self-motivated and willing to take ownership of any matter; have exceptional analysis and reasoning; possess a demonstrated capability of managing and mentoring attorneys and others; have excellent follow-through and time management; demonstrate strong interpersonal and communication skills to promote a team environment; and be able to both multi-task and concentrate in the midst of rapidly changing circumstances and demands.
ABOUT THE COUNTY

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work.

The County’s population of 1.92 million is the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area. The elected Board of Supervisors establish policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $9 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley with approximately 22,000 employees.

RESOURCES

Santa Clara County Website  www.sccgov.org
About Santa Clara County  www.sccgov.org/sites/scc/pages/about-the-county.aspx
San Jose Neighborhoods  www.sanjose.org/neighborhoods
Housing  www.sccaor.com/housing-stats/
Schools  http://publicschooldirectory.sccoe.org/
San Jose Convention and Visitors Bureau  www.sanjose.org/
Santa Clara County Parks  www.parkhere.org
$222,584 - $285,593
Annually

Salary is dependent upon qualifications and cannot exceed the maximum amount listed.

The County provides a generous Executive Management benefit package:

- Membership in California Public Employees’ Retirement System (CalPERS)
  Note: For new PERS members, salaries above a limitation imposed by federal law (current limit per IRS is $124,180): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is $280,000 for 2019. Limits subject to change.

- Health Insurance: Kaiser, HealthNet, or Valley Health Plan

- Dental/Vision Insurance: Single and family premiums fully paid. Delta or Liberty Dental / VSP Plan

- $200,000 Double Indemnity Term Life Insurance coverage paid by the County.

- Annual Leave: 36 days per calendar year

- Annual Leave “Cash-Out” Program
  Note: New hires between January 1st to December 31st 2020 will be eligible for cash-out opportunity starting January, 2021.

- 12 paid holidays per calendar year

- Administrative Leave

- Deferred Compensation plan available (Fidelity-457)

- Relocation assistance available

To learn more about this recruitment please contact:
ADRIAN CUDAL
(408) 299-5852
adrian.cudal@esa.sccgov.org

FILING PERIOD AND APPLICATION PROCEDURE

It is anticipated that this recruitment will remain
OPEN UNTIL POSITION IS FILLED

To qualify for this exceptional opportunity, please attach the following along with your online application:

- Responses to the online supplemental questions
- Résumé
- Letter of interest explaining why you are the ideal candidate, including specific examples from your experience.

Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by Executive Services.

This recruitment requires the submission of an online application. Click Here to apply.

The filing period may be extended further or closed as early as 10 days from the issue date if necessary. Please monitor our website for updated closing information.