

CAREER OPPORTUNITY



TWO OPENINGS

SENIOR ASSISTANT COUNTY COUNSEL (LITIGATION)

Annual Salary:
\$120,363–\$153,620 DOE/DOQ

ASSISTANT COUNTY COUNSEL (GENERAL)

Annual Salary: \$105,858–
\$135,139 DOE/DOQ

JACKSON COUNTY | MEDFORD, OREGON

JACKSON COUNTY, OREGON IS SEEKING UP TO TWO DEDICATED ATTORNEYS to join its office in Medford, Oregon. A Senior Assistant County Counsel is needed with a specialization in litigation, and a second position at either the Senior Assistant County Counsel or the Assistant County Counsel level. These pivotal roles will provide essential legal guidance and advocacy that support the County's departments, elected officials, and long-term organizational success. The **Senior Assistant County Counsel** brings seasoned courtroom experience, managing complex civil litigation to safeguard the County's interests in cases touching on everything from public health to planning and land use, law enforcement and emergency management. The **Assistant County Counsel** advises client departments in legal matters, contributing to County-wide projects and initiatives to serve the community, helping ensure compliance with federal, state, and local requirements, provides litigation services, and serves as a trusted advisor. Client departments are assigned based in part on areas of interest and prior experience, which means a great opportunity for the right candidate to both pursue a passion in public law and learn new areas of expertise. Both attorneys engage and collaborate directly with clients, providing practical, solutions-focused counsel that advances the County's mission. This is an outstanding opportunity to make a lasting impact in one of Oregon's most dynamic and forward-moving counties. ***Be part of a collegial environment where professionalism, collaboration, and public service are highly valued. Apply today!***



THE COMMUNITY

THE HEART OF SOUTHERN OREGON'S ROGUE VALLEY, Jackson County is a blend of natural beauty and economic opportunity. Home to over 220,000 residents, the County serves as a regional hub with affordable living and easy access to both urban amenities and outdoor adventure. Iconic attractions like Crater Lake National Park, the scenic Rogue River, and the historic town of Jacksonville make Jackson County a great place to work and play. The Rogue Valley offers year-round recreational opportunities, including hiking, rafting, fishing, mountain biking, skiing, and family-friendly fun. Residents and visitors enjoy artisan foods like Rogue Creamery's internationally acclaimed cheeses, award-winning wineries, Ashland's renowned Oregon Shakespeare Festival, and beloved traditions such as the annual Pear Blossom Festival. Located on Interstate 5 and minutes from Rogue Valley International-Medford Airport, the County offers easy access to major destinations while maintaining a relaxed, community-oriented atmosphere. It is anchored by industries in healthcare, agriculture, retail, and transportation. With its welcoming community, abundant recreation, and commitment to innovation and growth, Jackson County offers an exceptional quality of life where families, professionals, and businesses thrive.

THE COUNTY

THE COUNTY IS GOVERNED by a three-member elected Board of Commissioners, with a County Administrator appointed by the Board to oversee day-to-day operations. It provides a wide range of services for the community and operates with a FY 2025-2026 budget of \$660.1 million and 980 full-time employees.

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THE COUNTY COUNSEL OFFICE

AS THE LEGAL COUNSEL FOR JACKSON COUNTY, the County Counsel's Office provides legal representation and advice to the Board of Commissioners, the County Administrator, and all County departments and committees. The Office's work includes drafting and reviewing ordinances, resolutions, contracts, and other legal documents; representing the County in civil litigation and administrative proceedings; and ensuring compliance with federal, state, and local laws. With seven full-time staff, the Counsel's Office supports risk management efforts, resolves claims for and against the County, and assists in policy development and implementation.

Each attorney is assigned as the primary legal advisor to specific departments, allowing for strong client relationships and the opportunity to develop expertise in a wide range of practice areas. While the work is relatively independent, the Office maintains a collegial and supportive environment. Attorneys regularly exchange ideas and debate policy, ensuring well-reasoned, practical legal strategies in service to the County.

THE POSITIONS

The Senior Assistant County Counsel is a senior-level attorney specializing in litigation for the County. Working independently and in collaboration with other in-house attorneys, this position supports the County's civil litigation practice, representing the County in state and federal trial and appellate courts and administrative forums, in addition to providing general legal and business advice to assigned County departments. Primary responsibilities include managing tort claims, employment disputes, contract enforcement, and land use cases, as well as providing litigation services in areas such as public safety, emergency management, and public healthcare. This attorney will work closely with the Sheriff's Office to safeguard the County's interests in public safety litigation, so willingness to learn in this area is critical, and prior related experience is a plus. The Senior Assistant County Counsel will independently manage cases from investigation and discovery through trial and appeal, develop litigation strategies in consultation with the County Counsel, and supervise or coordinate with outside counsel as needed. This role is focused on active courtroom representation and complex case management, making it best suited for an attorney with at least five years of civil litigation experience and demonstrated trial skills.

The Assistant County Counsel provides a wide range of legal advice and transactional services to County departments, boards, commissions, and committees. Key responsibilities include drafting and reviewing ordinances, resolutions, contracts, and procurement agreements; advising on land use and planning, taxation, administrative code enforcement, elections, healthcare, airport operations, fairgrounds/entertainment law, animal control, and public meetings and records. This role may also support labor and employment law, including participating in labor negotiations and personnel hearings, and advising on collective bargaining matters. In addition, the Assistant County Counsel represents the County in administrative proceedings and serves as a primary liaison to assigned departments, offering practical, solutions-focused legal counsel. This position is well-suited for attorneys with some municipal or public law experience seeking to broaden their expertise across diverse areas of legal practice, but the County is also willing to train the right candidate. *Depending on prior experience, a qualified applicant may be hired at the Senior Assistant County Counsel level.*

THE IDEAL CANDIDATES

The ideal **Senior Assistant County Counsel** is a seasoned trial attorney with at least five years of civil litigation experience, ideally within the public sector. They demonstrate a proven record in courtroom advocacy, case management, and appellate practice, with expertise in employment and labor law, tort claims, land use disputes, and/or law enforcement-related matters all valued. The Senior Litigator is steadfast, confident and resilient, persuasively articulating and defending their position when necessary.

The ideal **Assistant County Counsel** is a motivated and adaptable attorney with a broad understanding of public-sector legal practice or an interest in learning this exciting specialty. The ideal candidate may have prior experience in civil litigation, drafting and negotiating contracts, or advising on regulatory and compliance issues.

The ideal candidates for both roles will be self-motivated and highly relational, eager to engage with client departments and capable of communicating deftly across all levels of the organization. They will be solutions-focused and serve as flexible problem solvers and business partners to their clients, helping them anticipate challenges and manage risk responsibly. Excellent legal research and written communication abilities are critical for these roles, and the successful candidates take initiative, work independently, and collaborate effectively with colleagues.





EMPLOYMENT STANDARDS

BOTH POSITIONS

Education: A Juris Doctor or equivalent terminal degree from an accredited law school.

Licenses/Certifications:

- ⇒ Must be currently licensed to practice law in the State of Oregon, or obtain a license to practice law in the State through examination within three (3) months of hire date, or obtain a license to practice law in the State through reciprocity within six months of hire.
- ⇒ Willing to seek admission to the U.S. District Court of Oregon and the Ninth Circuit Court of Appeals.
- ⇒ Valid Oregon State Driver's License with an acceptable driving record.

SENIOR ASSISTANT COUNTY COUNSEL

Experience: Five (5) years of relevant or transferrable experience. At least three (3) years of experience in the public sector is highly preferred.

UPCOMING PROJECTS & OPPORTUNITIES

IMPLEMENTATION OF NEW LEGISLATION.

Monitor, interpret, and apply newly enacted state and federal laws to ensure County policies, programs, and operations remain legally compliant.

LITIGATION MANAGEMENT. Oversee and coordinate ongoing and anticipated litigation over the coming years, safeguarding County interests and minimizing legal risks.

FUNDING COMPLIANCE. Address legal considerations related to federal and state funding streams, including eligibility, reporting, and regulatory requirements.

EMERGENCY MANAGEMENT LAW. Provide legal guidance on emergency preparedness, response, and recovery, ensuring compliance with applicable laws and liability protections.

OFFICE SYSTEMS MODERNIZATION.

Upgrade internal work planning and tracking systems to improve efficiency, transparency, and workflow management.

CONTRACT PROCUREMENT SYSTEM.

Develop and implement a countywide contract and procurement management system to streamline processes, standardize practices, and ensure compliance with procurement laws.



SALARY & BENEFITS

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ASSISTANT COUNTY COUNSEL

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Jackson County offers a generous and comprehensive benefits package. Highlights are outlined below, with **full benefits information available here.**

CLICK
LINK

Health, Dental, & Vision Insurance

Employee Clinic: Free access to employee clinic staffed by a nurse practitioner

Retirement: The County participates in Oregon PERS

Life Insurance & Accidental Death and Dismemberment

Long-Term Disability & Additional Life Insurance
457 Deferred Compensation

Vacation Accrual: Between 19 and 33 days per year based on years of County service and position band, plus one personal day per County fiscal year

Sick Leave: 12 days per year

Holidays: 10 paid annually

Other: Voluntary Direct Deposit, Flexible Spending Account, and Employee Assistance Program

HOW TO APPLY

Strong candidates will be interviewed as they apply. For consideration, **APPLY IMMEDIATELY** by submitting a resume (required) and cover letter (encouraged) at:

WBCP JOB BOARD

QUESTIONS?

Please contact **Lisa Valencia, Jackson County Recruitment Specialist**, with any inquiries:

ValencEL@jacksoncountyor.gov
541.774.6026



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