

CAREER
OPPORTUNITY



Chief Assistant County Counsel County of Riverside, California

Annual Salary: \$237,125–\$333,476 DOE/DOQ

THE COUNTY OF RIVERSIDE, CALIFORNIA is seeking a seasoned public sector **Chief Assistant County Counsel**. The person who fills this role will, in partnership with the County Counsel, help guide the legal, operational, and strategic direction in the 4th largest county in California serving over 40 departments with approximately 25,000 employees who serve over 2.5 million residents. They will oversee legal service and department operations, litigation strategy, and deliver innovative, practical legal solutions across a broad range of complex public agency matters including: litigation, land use, municipal law, and labor and employee relations. As a trusted advisor to the County Counsel, this individual may serve as County Counsel in their absence. The ideal candidate brings excellent verbal and written skills, delivers with a customer service mindset, and a results-oriented approach to building effective relationships with others. *Advance legal excellence at the highest level of public service; apply today!*



The Community

RIVERSIDE COUNTY OFFERS A DIVERSE AND VIBRANT

lifestyle, from the charm of historic downtown Riverside's boutiques to the rolling vineyards of Temecula wine country and the world-class golf courses of Palm Springs. With abundant sunshine, the region's climate enhances its appeal as an exceptional place to live, work, and play. Home to more than 2.5 million residents, Riverside County is the tenth largest county in the nation, spanning over 7,200 square miles of diverse landscapes including river valleys, deserts, mountains, foothills, and rolling plains. This expansive geography supports a wide range of dynamic and rapidly growing communities, each with their own character and service needs. Bordered by Imperial, Orange, San Diego, and San Bernardino Counties, and includes 28 incorporated cities. Its central location provides convenient access to major cultural attractions, employment centers, and entertainment destinations, while offering a more affordable option for California living. The region is also supported by a strong network of higher education institutions, providing ongoing opportunities for learning and professional development.

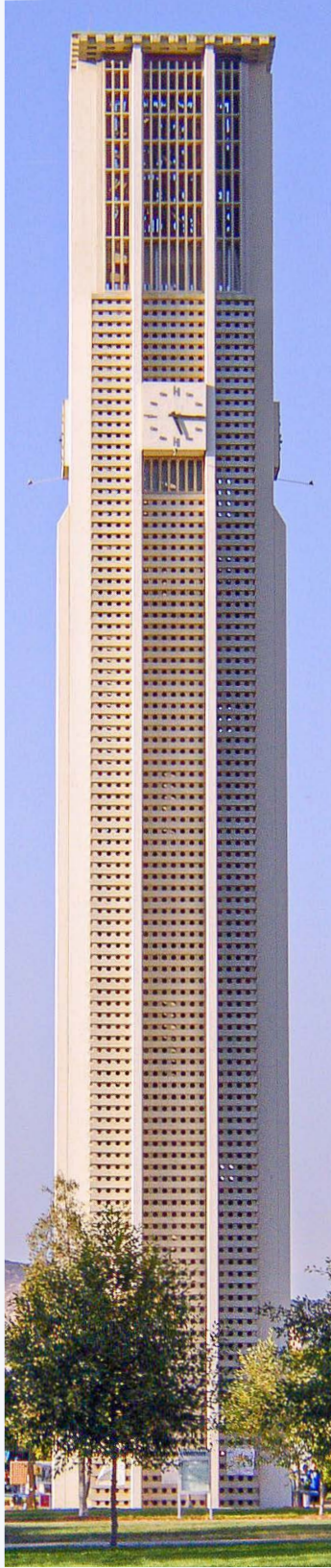
The County

THE COUNTY OF RIVERSIDE is

committed to building a qualified and diverse workforce that reflects the vibrant community it serves. Governance is provided by a five-member Board of Supervisors, while the Board-appointed County Executive Officer oversees the day-to-day operations of the County's departments and agencies. Riverside County delivers a wide range of essential services, including law enforcement, public health, social services, public works, community development, housing, fire protection, and operation of the County hospital system. With more than 25,000 employees across over 40 departments and agencies, the County is one of the largest employers in the region and plays a critical role in supporting the well-being and growth of its communities.

LEARN MORE ABOUT
THE COUNTY

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The Office Of County Counsel

RIVERSIDE COUNTY IS THE FOURTH LARGEST county in California, serving more than 2.5 million residents. The Riverside County Office of County Counsel is a full-service legal department comprised of 99 budgeted staff members, including 61 attorneys, providing both transactional and litigation support to more than 40 County departments, elected offices, commissions, and special districts. The Office serves a diverse range of internal clients spanning numerous service areas. The department also provides legal counsel to the Board of Supervisors and various boards, commissions, and special districts throughout the County.

The department fulfills its mission by:

- Providing accessible and responsive legal counsel
- Delivering honest, direct, and practical advice
- Developing creative legal solutions and viable alternatives
- Preparing clear and concise legal documents
- Serving as strong advocates for the County
- Monitoring and interpreting changes in the law
- Supporting collaboration and knowledge-sharing across public law offices

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RIVERSIDE COUNTY
DEPARTMENTS

ADD'L INFORMATION
ABOUT THE OFFICE OF
COUNTY COUNSEL

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The Position

THE CHIEF ASSISTANT COUNTY COUNSEL SERVES

as a key member of the Office's executive leadership team, providing strategic leadership and administrative oversight for the department. In partnership with the County Counsel and a second Assistant County Counsel, this position helps shape the legal and organizational direction of the Office while serving as a trusted advisor to County leadership. In the absence of the County Counsel, the Chief Assistant County Counsel may assume responsibility for departmental leadership and continuity of operations. This position leads and coordinates daily operations and oversees a team of experienced attorneys providing counsel across complex areas of public agency law, including land use, labor and employment, public safety, litigation (including outside counsel management and litigation strategy), and real estate and business transactions. The Chief Assistant County Counsel ensures the delivery of practical, strategic, and solution-oriented legal counsel that supports County operations and policy objectives.

They will also:

- Coordinate workload distribution across divisions and regional offices to ensure efficient use of resources and consistent service delivery.
- Lead and develop staff through mentorship, performance management, and fostering a collaborative, high-performing work environment.
- Serve as a principal advisor to County departments, boards, commissions, special districts, and joint powers authorities on complex and sensitive legal matters.
- Represent the County in State and Federal courts and administrative proceedings while evaluating legal risks and impacts to County operations.
- Prepare and review legal opinions, contracts, ordinances, resolutions, and other legal documents to support informed decision-making.
- Support fiscal and administrative functions, including budgeting, resource planning, and operational improvements within the Office.

The Ideal Candidate

THE IDEAL CANDIDATE is a seasoned legal professional and people leader with a strong ability to mentor, develop, and inspire teams, while maintaining accountability and high-performance standards. They bring a balance of legal expertise, political acumen, and collaborative leadership, and thrive in a dynamic public-sector environment. They will have proven ability to build effective relationships with County leaders and community.

Their background should include considerable experience:

- providing legal counsel to complex, public sector organizations in California,
- managing and development attorneys and support staff,
- providing legal counsel in a unionized organization,
- At least one, preferably all of the below technical areas of expertise:
 - Land use including CEQA and NEPA
 - Writing, editing and approving complex public sector contracts
 - Labor and employment law in a unionized environment
 - Litigation (hands-on or oversight of)



They will also:

- Ensure high-quality, compliance, and practical legal solutions across diverse practice areas.
- Communicate clearly, and have excellent writing skills.
- Deliver responsive, client-centered legal services to County departments and partner agencies.
- Navigate complex political and organizational dynamics with sound judgment.
- Maintain effective relationships with elected officials, executive leadership, and community stakeholders.
- Build and lead high-performing teams and promote accountability, collaboration, and a culture of excellence.



MINIMUM QUALIFICATIONS

Experience: Seven years of increasingly responsible professional level experience practicing law including experience in local governments or private practices including at least one year of supervisory or managerial experience.

Licenses:

- A valid California Driver's License.
 - Active membership in the State Bar of California.
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Salary & Benefits

This position will receive an annual salary of **\$237,125–\$333,476 DOE/DOQ**, **PLUS** an excellent benefits package that includes:

Medical/Dental Insurance: A flexible benefit and premium subsidy totaling up to \$1,800 a month is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.

Miscellaneous Retirement: A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%* of the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.

- **Note:** Reciprocity may exist with other public retirement systems in California, please, see CalPERS actuarial valuations.

Deferred Compensation: Voluntary employee contribution with a choice between two 457 deferred compensation plan options.

401(a) Money Purchase Plan: County contribution of \$50 per pay period towards choice between two 401(a) plan providers.

Basic Life Insurance: \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.

Annual Leave (Bi-Weekly Accrual): 0 < 36 months = 8.92 hours, 36 to <108 months = 10.46 hours, 108 or more months = 12.00 hours

- Additional information can be found on the **County's Human Resources website page**
- Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.

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Holidays: Normally 12 paid holidays per year.

Bereavement Leave: 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).

Long-Term Disability (Ltd): Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.

Post Retirement Medical Contribution: A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution.



How to Apply

For first consideration, apply by **JUNE 18** at:

WBCP JOB BOARD



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Save the Dates

Selected candidates must be available for both dates.

Round one virtual interviews will take place on **JULY 15**.

Finalists will move forward to round two in-person interviews on **JULY 29**.

Questions?

Please contact your recruiter, **Levi Kuhlman**, with any inquiries:

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866.929.9227 toll-free
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