

**THE COUNTY OF SHASTA**

<https://www.shastacountycareers.com>

**INVITES APPLICATIONS FOR**

# **COUNTY COUNSEL**



**\$14,943 - \$19,073 APPROXIMATE MONTHLY /  
\$86.21 - \$110.04 APPROXIMATE HOURLY**

**FINAL FILING DATE:  
FEBRUARY 15, 2023 AT 7:59 A.M.**

## ABOUT SHASTA COUNTY



Shasta County, located in the northern Sacramento Valley between the Cascade Mountains and the Trinity Alps, covers a large geographic area that includes rivers, lakes, and mountains. The City of Redding offers all the amenities of the big city while retaining a comfortable small-town atmosphere with a diversified culture, affordable housing, and an excellent educational system. Redding serves as the regional hub for government, retail, professional, and medical services. An eight-mile river trail, numerous community parks, a local museum alliance, and continuous community events contribute to the quality of life.

When it comes to outdoor recreation, Shasta County has it all. Pristine lakes, wild and scenic rivers, caverns and caves, waterfalls, spectacular mountain peaks, and hundreds of acres of State and National Parks and forests provide numerous areas for camping, hiking, boating, skiing, fishing, kayaking, mountain biking, wildlife viewing, and other outdoor opportunities. Shasta County, with its natural beauty, abundance of recreational opportunities, and excellent quality of life, is a great place to live and work.



You **CAN** make a difference. With over 21 diverse departments, your perfect position is here. You have the opportunity to impact the future and improve the lives and well-being of Shasta County residents. Our more than 2,000 county employees serve and protect our residents and our community by providing excellent medical services, public health protection, behavioral health care, environmental protection, child and adult protective services, family reunification, assistance

to those in need, access to a fair criminal justice system, emergency response to disasters, homelessness prevention and treatment, and scores of other services to promote a healthy, safe, and prosperous community.

Find more than just a job. You have the opportunity to work for an employer that supports and encourages your success. We are committed to training and creating opportunities to develop your talents. The County offers great benefits and recognizes that our employees are our greatest asset.

Find your purpose. Make a real difference in your community. Find your career. Shasta County.



## **ABOUT THE POSITION**

Under policy direction from the Shasta County Board of Supervisors, the County Counsel directs and administers the operations of the County Counsel's Office and serves as legal advisor to the County government and its affiliated jurisdictions, commissions, and agencies.

## **DISTINGUISHING CHARACTERISTICS**

This position is appointed to a four year term of office by the Board of Supervisors pursuant to Government Code section 27641.

## **EXAMPLES OF DUTIES**

The County Counsel serves as legal advisor to the County Board of Supervisors, County officers, departments and employees, and the Shasta County Grand Jury regarding their respective powers, duties, functions and obligations; acts as attorney for the County and its officers and employees in civil actions instituted by or brought against them; studies, interprets and applies statutes, ordinances, court decisions and legal opinions in the preparation of opinions, pleadings and briefs; makes recommendations concerning advisability to prosecute or compromise civil litigation; prepares and files papers in civil litigation and makes appearances in court and before administrative agencies; drafts ordinances, resolutions, contracts, policies, and similar documents and legal instruments; prepares proposed legislation and, as directed, represents the County in legislative matters; reports to the Board on legal matters including legislation, administrative proceedings and litigation; attends meetings of the Board of Supervisors and of other County boards and commissions that request legal counsel or advice; plans, organizes and directs the work of the staff of the County Counsel's Office; and develops and administers the office's budget.

## IDEAL CANDIDATE

The ideal candidate will have experience in executive leadership within the legal community and will have provided legal representation and counsel to a California county or city (preferably in a senior journey level deputy county counsel or deputy city attorney capacity) for at least five years. The ideal candidate will have a strong public service orientation and confidently serve as legal counsel for the County of Shasta. He or she will have excellent verbal and written communications skills and the ability to identify problems, research and develop solutions and effectively communicate determinations to different levels of government authorities. He or she will have substantial government law experience and the ability to thrive in fast-paced settings involving the swift adjustment of priorities. Teamwork and the ability to manage diverse personalities are essential qualities.

## QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

**Knowledge of:** Duties, powers, limitations, and authority of the County and the County Counsel's Office and other County departments and agencies; Constitutional and Federal and State statutory and administrative provisions applicable to County operations; judicial and administrative proceedings and rules of evidence; legal research methods; government ethics; and principles of personnel management.

**Ability to:** Plan, organize, and direct work of the County Counsel's Office; serve as legal advisor and act as attorney for the County Board of Supervisors, County officers, departments and employees, and the Shasta County Grand Jury; perform legal research; communicate clearly and effectively in writing and verbally; and establish and maintain effective working relationships with those contacted in the course of the work.

**These standards are typically attained with:**

- At least five years practicing civil law for a California county or city.

OR

- At least one year of experience equivalent to an Assistant County Counsel in Shasta County.

## SPECIAL REQUIREMENTS

Active membership in the State Bar of California.

### **SUPPLEMENTAL QUESTIONS**

Responses to the following questions must be submitted with a completed application.

1. Please provide your California Bar Number. If none, please write “N/A”.
2. Describe any experience you have as a practicing attorney in which you acted as a legal advisor to or before governmental agencies. Include what percentage of your practice has been devoted to the representation of a county, city, or other governmental agency. If none, please type ‘n/a’.
3. Describe your experience working in senior and/or executive-level management. Please include the length of time you held the position(s); the number of employees and levels of positions that reported directly to you; and the responsibilities and activities over which you had oversight for these employees.
4. Describe your philosophy of leadership. Describe how you apply your leadership philosophy in the course of your duties.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet

### **OTHER CONSIDERATIONS**

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information click [here](#). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flier.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 8.75% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [Employee Benefits](#) for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

## SALARY & BENEFITS

**Annual Salary \$179,316 - \$228,876 DOE/DOQ** and an attractive benefits package that includes:

- **Holidays:** 12 days per year.
- **Vacation:** 10 days first 3 years; increasing with service
- **Sick Leave:** 12 days per year
- **Administrative Leave:** 80 hours per year
- **Bereavement:** 5 days of leave with 3 days (24 hours) paid.
- **Retirement:** CalPERS, coordinated with Social Security.

- **Insurance:** Medical, Dental, and Vision insurance.
- **Optional Insurance:** Aflac, Flexible Spending Account
- **Life Insurance and Long-Term Disability:** Fully paid group life and accidental death and dismemberment policy and long-term disability.
- **Expense Allowance:** \$50 per pay period.
- **Cell Phone Allowance:** \$120 per month
- **Employee Assistance Program:** Full access to County paid services.
- **Deferred Compensation Plan:** Dollar-for-dollar County match of employee contribution up to 50% of the normal base contribution each calendar year.
- **Other:**
  - Relocation Reimbursement
  - IRC Section 125 plan
  - California State Bar Association dues are paid in full by the County
  - A generous MCLE allowance and attendance at County Counsel Association conferences is provided at County expense

## APPLICATION & SELECTION PROCEDURES

**Shasta County Personnel will accept applications and responses to the supplemental questions until 7:59 a.m., on February 15, 2023.** A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. *It is not acceptable to complete the application with statements such as, “Refer to Resume and/or Cover Letter,” or “See Attached Resume and/or Cover Letter.” The employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.* Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

**Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

**Applicants are encouraged to apply on-line at [www.shastacountcareers.com](http://www.shastacountcareers.com) or submit an application to the Shasta County Personnel Office.**

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

**SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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