



COUNTY COUNSEL
for
COUNTY OF RIVERSIDE

THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
**CHIEF ASSISTANT
COUNTY COUNSEL**

SALARY RANGE
\$228,004 - \$320,649

THE POSITION



The Office of County Counsel for Riverside County has opportunity for a Chief Assistant County Counsel. The Office is looking for an experienced litigator with great leadership skills and a broad range of experience.

The Chief Assistant County Counsel is a trusted advisor and strategic partner to the County Counsel, playing a pivotal role in shaping the legal, operational, and organizational direction of the Office of the County Counsel. As a key member of the executive leadership team, the Chief Assistant provides oversight and coordination of daily departmental operations and leads a team of experienced attorneys in delivering high quality legal services to County departments, boards, and commissions.

This position oversees the Land Use, Real Estate & Business Transactional, and Public Safety & Litigation divisions, ensuring the delivery of innovative, practical, and effective legal solutions in complex areas of public agency and special district law. The ideal candidate is an accomplished legal professional and people leader skilled in mentoring, developing, and inspiring teams, while maintaining accountability and performance standards.

The successful candidate will bring a balance of legal expertise, political acumen, and collaborative leadership someone who thrives in a dynamic public-sector environment and is adept at building strong relationships with County leaders, stakeholders, and the community.

THE IDEAL CANDIDATE WILL BE:

- » A strong manager or supervisor who promotes professional development and cultivates talent across the organization.
- » Five years as a journey level attorney providing legal counsel to governmental agencies or departments, including at least one year of supervisory or managerial experience.
- » A visionary leader who is solution-oriented, forward-thinking, and capable of addressing organizational challenges while fostering a clear strategic direction for the department.
- » A collaborative professional who is politically astute, approachable, and adept at building productive relationships with staff, elected officials, and community partners.
- » A principled public servant who models integrity, accountability, and ethical leadership in all aspects of their work.



THE CHIEF ASSISTANT COUNTY COUNSEL WILL:

- » Coordinate departmental operations and workload distribution with the County Counsel to plan, organize, assign, and balance the workload among the various divisions and four regional offices throughout the County. Ensure that resources are effectively allocated to meet service demands, case deadlines, and departmental objectives, while maintaining consistency and quality across all practice areas.
- » Offer guidance, training, and mentoring to attorneys and legal support staff to enhance professional growth, strengthen legal expertise, and promote a culture of collaboration and excellence. Establish performance standards, evaluate work products, and support succession planning efforts within the Office of the County Counsel.
- » Advise boards, commissions, and County departments on complex legal matters. Serve as a principal legal advisor to various boards, commissions, committees, special districts, and joint powers authorities, addressing the most intricate and sensitive legal issues. Provide counsel to County and special district officers and employees on matters concerning their powers, duties, and obligations under state and federal law.
- » Represent the County and its officers in State and Federal courts, administrative hearings, and other proceedings. Conduct legal research, analyze and interpret statutes, regulations, and case law, and anticipate emerging legal issues affecting County operations.
- » Prepare and review formal and informal legal opinions. Draft clear and well-reasoned written and oral opinions on the most complex and precedent-setting legal questions. Prepare legal correspondence, reports, and memoranda to advise decision-makers and document departmental positions on legal matters.
- » Assist in fiscal and administrative management. Support the County Counsel in developing and administering the department's budget, establishing legal service rates, monitoring expenditures, and ensuring compliance with County fiscal and administrative policies. Contribute to strategic planning initiatives and process improvements that enhance operational efficiency.
- » Responsibility will be shared with two assistants with in the absence of the County Counsel, ensuring continuity of operations and representation of County interests at the highest level.

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.

KNOWLEDGE OF: Legal principles and their application with an emphasis on administrative law; organization, powers and limitations of County governmental functions and the California Constitution; methods and problems of administering the work of a governmental law office; principles of personnel management and supervision; recent litigation practices including discovery and strong working knowledge of the court system.

ABILITY TO: Analyze complex legal problems and apply legal principles and practices; research and draft opinions; analyze and draft ordinances and other regulations; prepare and present cases of law effectively; present facts, arguments and laws clearly and logically in written and oral form; work cooperatively with others.

OTHER REQUIREMENTS: A valid California Driver's License. Active membership in the State Bar of California



COMPENSATION & BENEFITS

The annual salary for the Chief Assistant County Counsel is **\$228,004 - \$320,649**. Placement within the salary range will be based on the selected candidate's experience and qualifications. In addition to a competitive salary, the County offers 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.
- **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: www.rc-hr.com
 - 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.
- **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).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **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.

THE COUNTY

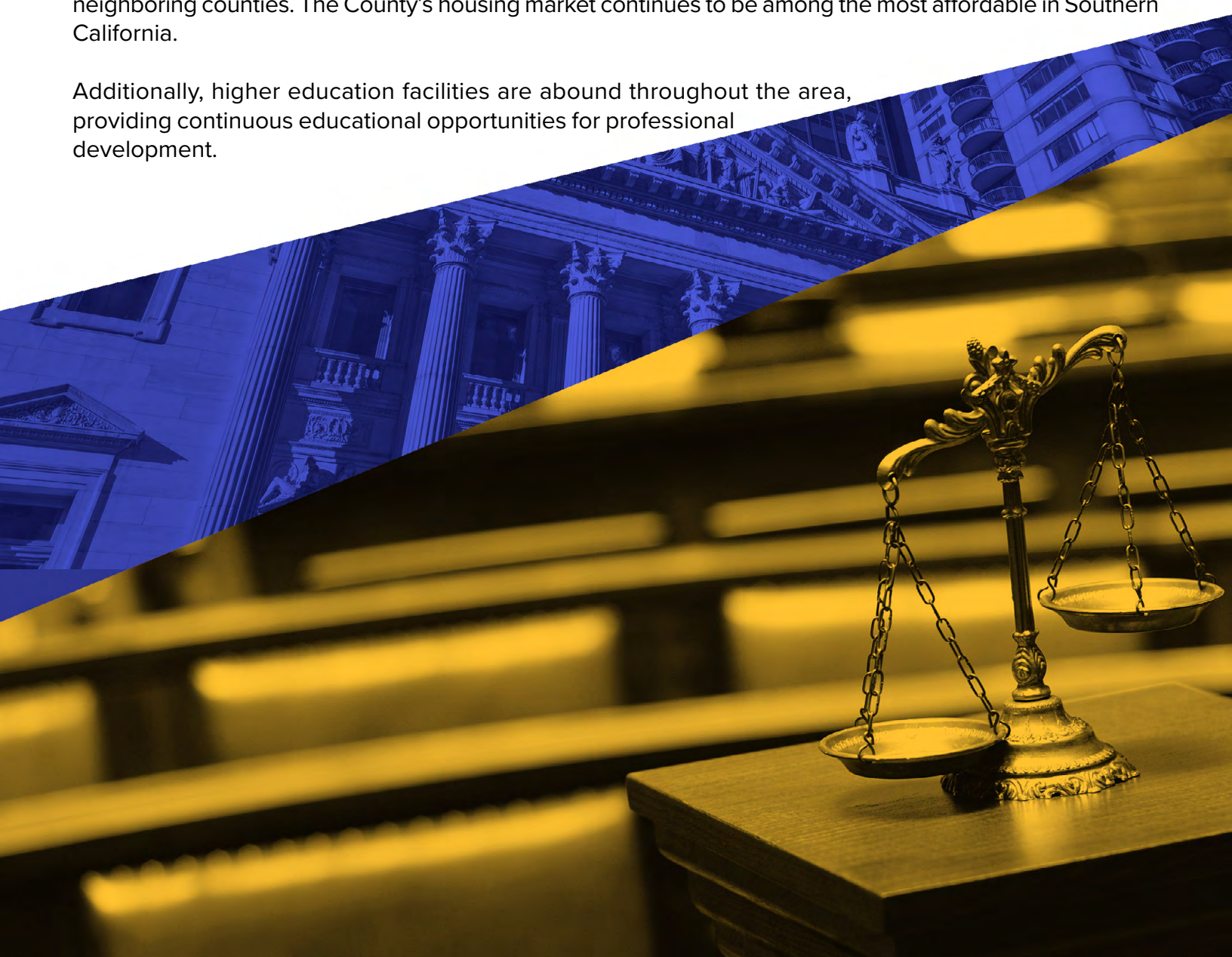
Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

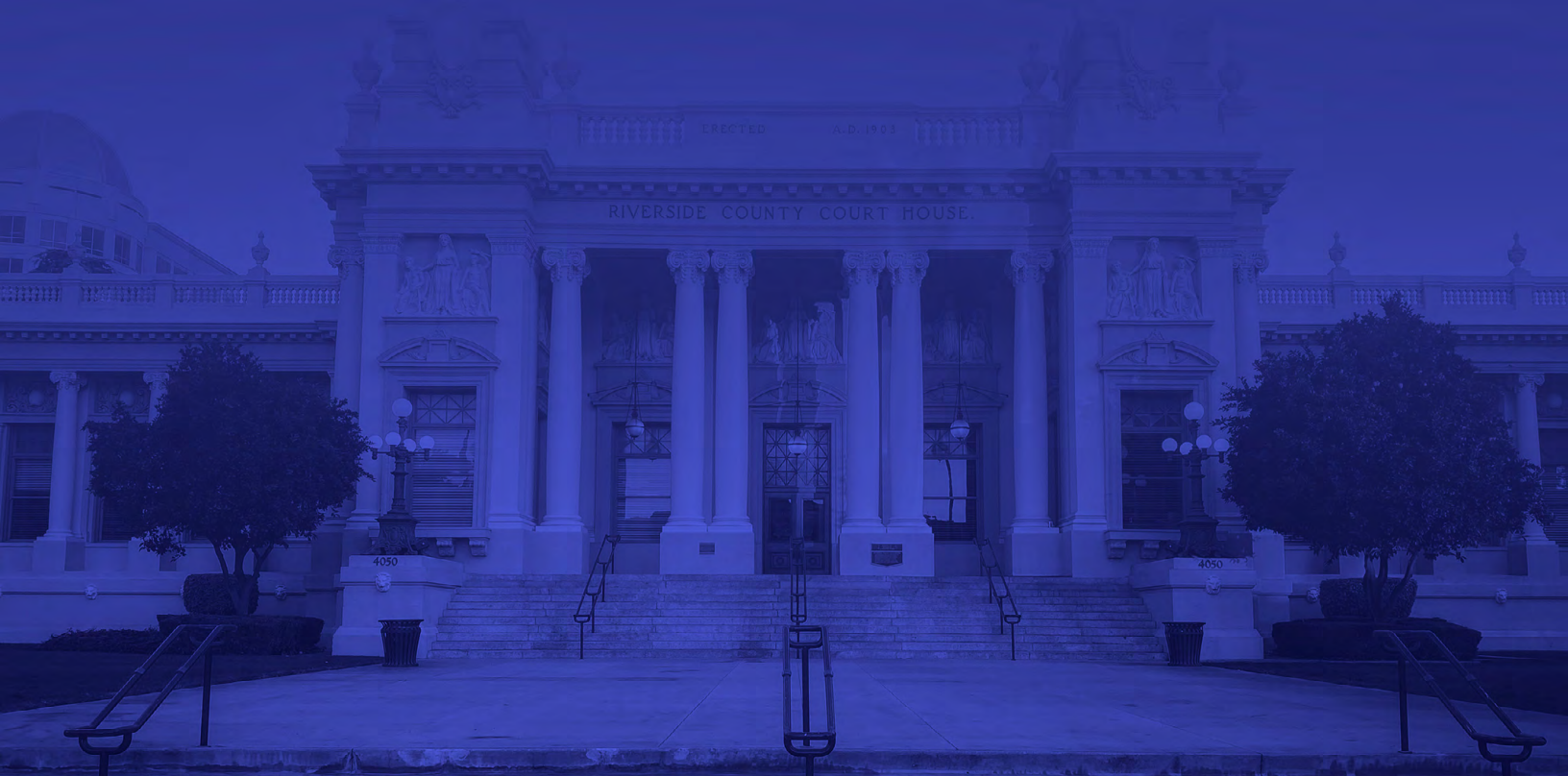
The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



RIVERSIDE COUNTY OFFICE OF COUNTY COUNSEL

The Office of County Counsel is a full-service law office that handles civil matters for the County of Riverside. The office provides advisory and litigation support on issues of vital concern to the County and its residents such as health care, public safety, child welfare, land development, environmental protection, public finance, taxation and elections. The office is staffed by experienced attorneys who have dedicated their careers to public service.

The office's primary clients are the Board of Supervisors and County agencies, departments, commissions and officers. Under certain circumstances, legal services may be provided to other public entities within the County, including special and school districts. The office does not provide legal services to private citizens.



APPLICATION PROCEDURE

To be considered, please, electronically submit your application, including resume via Government Jobs or clicking [here](#). Resumes should reflect related work experience as well as details of years and months of positions held.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2) of the County Management Resolution and serves at the pleasure of the County Counsel.

For questions regarding this recruitment, please, contact: Angela Tavaglione at (951) 966-3590 or atavaglione@rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

