

OFFICE OF THE COUNTY COUNSEL, COUNTY OF ALAMEDA
ASSISTANT COUNTY COUNSEL

The County of Alameda's Office of the County Counsel ("OCC") located in Oakland, California is hiring attorneys to join a diverse and collegial team committed to providing excellent legal services. The County Counsel is the General Counsel for the County of Alameda, including the Board of Supervisors and all County agencies, departments, certain special districts, boards, and commissions. OCC covers a broad spectrum of practice areas, including employment, personal injury, child welfare, contracts, civil rights, taxation, elections, probate/conservatorship, and land use, including planning, code enforcement and environmental regulation, in addition to litigation and oversight of litigation handled by outside counsel.

OCC is seeking a talented, highly motivated, fast learner to fill our Assistant County Counsel position. **A minimum of six years of experience is required.**

The best candidate will minimally meet the following qualifications:

- Member in good standing with the State Bar of California.
- Ability to perform specialized and complex legal work.
- Genuine intellectual curiosity and ability to think critically and innovatively to resolve legal challenges.
- Ability to prioritize and manage several simultaneous projects under deadlines.
- Ability to supervise, assign and direct the legal work for attorney in a division of the office.
- Ability to assist in developing office procedures; setting standards and policies; selecting new employees; and evaluating performance of attorneys in a division of the office.
- Flexible and eager to learn notwithstanding an excellent track record of legal experience.
- Self-motivated and willing to take ownership of any matter.
- Exceptional legal research and writing skills.
- Strong communication skills with a demonstrated ability to explain complex legal issues to various audiences.
- Able to establish and maintain excellent working relationships with co-workers and clients.
- Ability to practice at the highest level of ethics and professional responsibility.

COMPENSATION AND BENEFITS: The Assistant County Counsel salary range is \$9,308.80 - \$12,263.20 biweekly (\$242,028.80 – \$318,843.20 annually). Benefits include medical and dental insurance plans for employee and dependents, life insurance, vacation leave, sick leave, holidays, defined benefit retirement plan and a deferred compensation plan. Find the job description, minimum qualifications and benefits at:

<https://www.jobapscloud.com/Alameda/specs/classspecdisplay.asp?ClassNumber=3245&R1=undefined&R3=undefined>

TO APPLY:

Please send a cover letter, resume and writing sample to the attention of Donna R. Ziegler, County Counsel, at the following email address: occ@acgov.org Resumes will be reviewed on a rolling basis. This email address is in use only for the submission of applications for employment. No other communications will be reviewed at this address.