ALAMEDA

General Information:

The Alameda County Office of the County Counsel provides legal services in civil matters to the Board of Supervisors and to all County of Alameda public officials, departments and agencies. Our mission is to provide competent, efficient and cost-effective legal representation and advice, thus advancing and protecting the programs and financial resources of the County, its officers, departments, boards, commissions, and districts.

For Recent Law School Graduates:

The Associate County Counsel classification is designed to permit the hiring of entry level attorneys who are recent law school graduates and who desire to practice governmental law that will afford them an early opportunity to be exposed to and gain training and experience in the multitude of practice areas and disciplines of the Office of the County Counsel. Under the direction of an Assistant County Counsel or Chief Assistant County Counsel, and under the supervision of a Senior Deputy County Counsel, attorneys in this classification will be trained and mentored to provide and will provide legal representation to clients of the Office of the County Counsel; perform research and provide advice in matters of civil law; and perform related work as required. Associate County Counsels are mentored, trained, and supervised on a project by project basis by Senior Deputy County Counsels in the Office of the County Counsel.

No prior experience practicing law is required for the Associate County Counsel position. It is intended that this position will be filled primarily by attorneys who are recent graduates from law school.

The examination will consist of the following steps:

1. A review of applications to verify possession of minimum requirements. Those applicants who possess the minimum requirements for the class will move on to the next step in the examination process, a screening for best qualified.

2. Candidates considered, "BEST QUALIFIED", will move forward to the next step in the examination process, an oral interview.
3. The final step in the examination process, the oral interview, will be weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises.

Alameda County Counsel accepts online applications only.

Contact:

Monique Hill | Human Resources Analyst II
Human Resource Services Division, Alameda County
1405 Lakeside Drive | Oakland, California 94612
Office 510-208-4841 | Facsimile 510-272-6424
Monique.hill@acgov.org | www.acgov.org

CONTRA COSTA

The County Counsel is the attorney for the County, including the Board of Supervisors and County officers, departments, boards, and certain special districts.

Job openings, descriptions, and applications can be found on the Contra Costa jobs database at: http://agency.governmentjobs.com/contracosta/default.cfm

Contact:
Sharon L. Anderson
County Counsel
651 Pine St.
9th Floor
Martinez, CA 94553
Ph: (925) 335-1800
Fx: (925) 646-1078

EL DORADO

Deputy County Counsel:

Under general supervision, performs legal work of a routine to complex nature in representing the County and providing advice and counsel to the Board of Supervisors and County management staff and commissions and committees; performs related work as assigned.

Deputy County Counsel is considered to be the highest-level non-supervisory class, fully capable of working independently in any number of specialized areas. While expertise may be gained in a specialized area, incumbents may assist with legal matters in any area of county agency law. This class is distinguished from Sr. Deputy County Counsel in that the latter is a lead level class.

The position requires the equivalent to graduation from a college or university plus an appropriate law degree, five years of progressive experience as an attorney engaged in the practice of civil law in the State of California, preferably in a county government setting, demonstrated ability to litigate a wide variety of civil lawsuits and to advise County agencies with minimal supervision.
**Contact:**

Edward L. Knapp  
County Counsel  

Patricia Beck  
Chief Assistant County Counsel  

330 Fair Lane  
Placerville, CA 95667  
(530) 621-5770  
Fax: (530) 621-2937

**FRESNO**

The County Counsel represents the County and its officials in civil litigation, defends the County in administrative law proceedings, provides written and oral legal opinions to County staff, and acts as legal advisor to County boards, commissions, committees, and special districts upon request.

Job openings, descriptions, and applications can be found on the Fresno County Employment Opportunities website at: http://agency.governmentjobs.com/fresnoca/default.cfm.

**Contact:**

Kevin Briggs  
County Counsel  
2220 Tulare Street, Fifth Floor,  
Fresno, CA 93721  
(559) 488-3479  
Fax: (559) 488-1900

**HUMBOLDT**

The County Counsel’s office advises and represents County Departments, Divisions and offices, the Superior Court, and numerous special districts within the County. County Counsel includes the Code Enforcement Unit, whose function is to remediate public nuisances. County Counsel's advice and representation includes preparing written and oral opinions, prosecuting and defending civil actions and administrative proceedings, conducting civil trials, pursuing or defending appeals, preparing and approving agreements for execution by the Board of Supervisors, preparing and approving ordinances, resolutions, and rules and regulations for adoption by the Board of Supervisors and other legislative and judicial bodies, and attendance at meetings of the Board of Supervisors, Planning Commission, and other boards, commissions, and committees. The Code Enforcement Unit performs investigative inspection, abatement and compliance work related to use, maintenance and safety of land and structures. This includes zoning, public nuisance, neighborhood preservation, hazardous materials, waste disposal, air pollution, Uniform Codes (Building, Housing, Abatement of Dangerous Buildings), public health and safety, and abatement of abandoned vehicles and related equipment. The Code Enforcement Unit provides information and assistance to the community regarding possible resolution methods for neighborhood complaints of perceived illegal activities.

Job opportunities and application instructions can be found on the Humboldt County Personnel Department website at https://co.humboldt.ca.us/jobs/index.cfm.
KERN

The County Counsel is the general counsel and risk manager for the County of Kern. Pursuant to California law, the office of the County Counsel is responsible for providing legal services to the County, its officers, employees, boards, commissions, and other agencies. It is also responsible for the County’s safety program, insurance coverage, general liability, and workers compensation claims.

Job opportunities and application instructions can be found on the Kern County Personnel Department website at http://www.co.kern.ca.us/jobs/jobs-public-extrahelp.asp.

Contact:
1115 Truxtun Avenue 4th Floor
Bakersfield, California 93301
(661) 868-3800
(661) 868-3809 fax

LOS ANGELES

General Information:

The Office of the County Counsel serves as attorney for and provides legal advice and representation to the Board of Supervisors of the County of Los Angeles, County departments and other public offices and agencies.

One of the outstanding public law offices in the United States, the office consists of 250 talented and diverse professionals who have dedicated their careers to public service. More than 100 of the County lawyers represent the County in the dependency courts, appearing daily on behalf of the County to advocate for safe and protective environments for children. The County lawyers representing the 40 departments of the County also are responsible for guidance and leadership of the more than 100 outside counsel representing the County in any given year.

The Office is comprised of an Executive Office, 13 law divisions organized by legal practice group and an Administrative Services Bureau. The services of the law divisions and their constituent legal practice groups, as well as the entire Office, are dedicated to providing the best legal advice and representation to the Board of Supervisors, County departments, and our other public officer and agency clients to enable them to accomplish their particular public service missions.

Please visit http://counsel.lacounty.gov for more information.

Contact:
John Krattli
County Counsel
648 Kenneth Hahn Hall of Administration
Los Angeles, CA 90012-2713
MARIN

The County Counsel serves as legal counsel in civil matters for all County departments, as well as some special districts. The duties of the office include preparing contracts, resolutions, and ordinances; filing and litigating civil cases; and rendering opinions on legal issues to departments.

Law Students and New Lawyers:
Marin County Counsel has programs for interns and volunteer attorneys who have gained admission to the California Bar. Please visit http://www.marincounty.org/depts/cl/volunteers-interns for more information.

Contact:
Stephen Woodside
County Counsel
3501 Civic Center Drive, Room 275
San Rafael, CA 94903
Phone: (415) 473-6117
Fax: (415) 473-3796

MENDOCINO

The Office of the County Counsel provides legal services to the Board of Supervisors and County Departments as well as many special districts and agencies including Mendocino Council of Governments, Mendocino Solid Waste Management Authority, Mendocino County Resource Conservation District, Mendocino Transit Authority, Mendocino County Air Quality Management District, and the Mendocino County Water District. The office also provides services to Northern California Health Care Authority, a California Joint Powers Agency. In addition to providing daily legal advice on personnel, land use, contract and bidding issues, the attorneys appear in court and represent the County in juvenile dependency, code enforcement, mental health competency hearings, Pitchess and bail recovery motions. The office also represents the County and its employees in the defense of all claims filed against the County both in State and Federal Court.

NOTE: Mendocino County no longer accepts paper applications. Job openings and applications are available on the Mendocino County HR website at: http://www.co.mendocino.ca.us/hr/cgi-bin/openings.pl

Contact:
County of Mendocino
Administration Center
501 Low Gap Road, Rm. 1030
Ukiah, CA 95482
Telephone: (707) 234-6885
Facsimile: (707) 463-4592

MONTEREY
The Board and the Public rely on and trust the legal advice provided by the Office of County Counsel and expect a high degree of professional competence and integrity. Quality legal services include an expectation that operative rules and regulations are applied correctly and carefully within the context of the legal and ethical demands on a public lawyer.

Job openings and applications may be found on the Monterey County HR website at http://agency.governmentjobs.com/montereycounty/default.cfm.

Contact:
168 West Alisal Street, 3rd Floor
Salinas, CA 93901
Telephone: (831) 755-5045
Facsimile: (831) 755-5283

NAPA

Contact:
Minh C. Tran
County Counsel
County Administration Building
1195 Third Street
Suite 301
Napa, CA 94559
PH: (707) 253-4521
FAX: (707) 259-8220

ORANGE

Job openings and applications are available on the Orange County HR website at:
http://media.ocgov.com/gov/hr/default.asp

Contact:
Jack W. Golden
County Counsel
333 W Santa Ana Blvd #407
Santa Ana, CA 92702-1379
(714)834-3300
(714)834-2359 Fax

PLACER

The County Counsel's office provides legal advice to the Board of Supervisors, county officers and departments, various boards and commissions, and special districts by attending and providing legal advice during meetings and hearings, by responding to questions with legal advice both orally and in writing, by reviewing contracts, agenda items and other documents required for county business, and by assisting in the preparation of resolutions and ordinances. The office also provides legal counsel and advocacy in representing the County in litigation including tort, contract and writ actions, child and adult protective services, mental health, public guardian and public administrator matters.
Job openings and applications can be found on the Placer County Personnel Department website at http://www.placer.ca.gov/departments/personnel.

Contact:
Gerald O. Carden, County Counsel
175 Fulweiler Avenue
Auburn, California  95603
Ph: 530-889-4044
Fax: 530-889-4069
Email: countycounsel@placer.ca.gov

RIVERSIDE

Job openings and applications can be found on the Riverside County HR website at http://www.rc-hr.com.

Contact:
Pamela Walls
County Counsel
3535 10th Street Suite 300
Riverside , CA 92501
Phone:(951)955-6300

SACRAMENTO

General Information:
The County Counsel carries out the following functions on behalf of Sacramento County:
- Acts as general legal counsel to the County, its officers, and related constituent local governmental entities.
- Provides general legal advice and prepares the legal instruments by which the County transacts business, including ordinances, resolutions, and contracts.
- Prosecutes and defends cases which include, but are not limited to, the administration of general government; conservatorships and probate; child protection; labor relations; personnel discipline; zoning; and code enforcement.

Job openings and applications can be found on the Sacramento County Department of Personnel Services website at http://agency.governmentjobs.com/sacramento/default.cfm.

Contact:
John F. Whisenhunt
County Counsel
(916) 874-5544
Downtown Office
700 H Street, Suite 2650
Sacramento, CA 95814
Granite Park Office
3331 Power Inn Road, Suite 350
Sacramento, CA 95826
SAN DIEGO

Office of County Counsel is a full-service law office, tasked with handling the County’s civil law needs, including proactive participation in all phases of governmental decision-making and a very active and successful trial litigation program.

Office provides advisory and litigation support to the Board of Supervisors, County departments, County officers, boards, commissions and school districts. The office also represents the County in juvenile dependency matters and administers public liability claims.

Job openings and applications are available online through the San Diego HR office at: http://agency.governmentjobs.com/sdcounty/default.cfm

Contact:
Thomas Montgomery
County Counsel
COUNTY ADMINISTRATION CENTER
1600 Pacific Highway, Room 355
San Diego, CA 92101, USA
(619) 531-4860
FAX: (619) 531-6005

SAN FRANCISCO

San Francisco is both a city and county. Job openings and applications are available online through the San Francisco website at: http://www.jobaps.com/SF/sup/images/default.asp

Contact:
Dennis Herrera
City Attorney
1 Carlton B. Goodlett Pl., #234
San Francisco, CA 94102-4682
Ph: (415) 554-4283 / Fx: (415) 554-4214 Email: dennis.herrera@sfgov.org

SAN JOAQUIN

The County Counsel is the attorney for the County, including the Board of Supervisors and all County officers. Pursuant to State law, and consistent with the Rules of Professional Conduct, the County Counsel:

- Defends or prosecutes all civil actions or proceedings in which the County, or any of its officers in the officer’s official capacity, is concerned or is a party;
- Defends any action or proceeding brought against an officer, employee or agent of the County, except where the County appropriately provides separate counsel;
- Is the official legal representative of, and provides legal services and advice to, the County and those entities and officers which have the highest decision making authority on behalf of the County;
- Is the legal advisor to the Board of Supervisors, the County Assessor, the County Auditor-Controller, the District Attorney, the County Recorder, the Sheriff-Coroner, the County Treasurer-Tax Collector;
Attends to and opposes all claims and accounts against the County which the County Counsel deems unjust and illegal;

May render legal services to the Unified Courts of San Joaquin County, the County Grand Jury, school districts and certain other local public entities, as requested;

Is the legal representative of the San Joaquin County Employees Retirement Association;

Job postings, descriptions, and applications may be found online through the San Joaquin County HR website at: http://www.jobaps.com/SJQ/sup/images/default.asp

Contact:
David E. Wooten, County Counsel
44 North San Joaquin Street
Sixth Floor Suite 679
Stockton, CA 95202
Phone: (209) 468-2980
Fax: (209) 468-0315

SAN MATEO

Law Student Intern Program:

The Office of the County Counsel has continuous openings for student interns who have successfully completed their first year of law school. Our Office is an active participant in the Bay Area Minority Clerkship Program. The office provides transactional and litigation legal services for all departments within the County of San Mateo. Law students will be exposed to a wide variety of tasks, including law and motion practice, discovery, statutory analysis, writing legal memoranda, and other tasks. Opportunities for court appearances are also available for students who are certified to appear in court. Internships are offered either on a volunteer or school-credit basis.

If you are interested in an internship position, please send a cover letter, resume, law school transcript (unofficial is acceptable), and writing sample to the following attorneys who coordinate our program:

Paul Okada, Chief Deputy
Email: pokada@smcgov.org
Phone: (650) 363-4761
or
David A. Silberman, Deputy County Counsel
Email: dslberman@smcgov.org
Phone: (650) 363-4749
or
Brian J. Wong, Deputy County Counsel
Email: bwong@smcgov.org
Phone: (650) 363-1960

For attorney positions within the County Counsel Office, please visit the San Mateo County HR website at: http://www.co.sanmateo.ca.us/portal/site/HR

SANTA BARABARA

Job postings and applications for the County Counsel office are available on the Santa Barbara HR website: http://agency.governmentjobs.com/sbccounty/default.cfm
SANTA CLARA

Law Student Opportunities:

The Santa Clara County Office of the County Counsel accepts applications from law students for Spring, Summer and Fall Internships. Their office seeks to provide exceptional legal services to the Board of Supervisors and County agencies and departments. They provide legal advice regarding our clients’ policies, as well as a broad array of advocacy and litigation services. Interns are selected to work primarily in one practice area with crossover work in other areas based on their interests and the Office’s needs.

General Government Section attorneys do transactional work on behalf of the Board of Supervisors and the County Executive as well as for core County agencies, such as the Health and Hospital System, Planning and Development, Environmental Health, Registrar of Voters, Procurement, and Parks. Interns research constitutional and other legal questions on issues ranging from climate change to public works and purchasing. Interns also help analyze and draft local and state legislation. (This section is currently accepting only 2Ls and 3Ls.)

Social Justice and Impact Litigation Section attorneys conduct affirmative litigation, draft new legislation, and develop policies and programs to advance the County’s goal of securing social justice for all its residents. The Section also works to advance local, state, and national public policy reform through progressive local government action. Interns help to develop litigation and policy initiatives and do legal research in support of the Section’s cases.

Litigation Section attorneys represent the County whenever suits or claims may affect the County’s interests. Civil rights proceedings, challenges to local laws, and tort suits constitute the bulk of our cases. Interns conduct legal research and assist with ongoing litigation.

Labor and Employment Section attorneys provide legal services on personnel and labor relations matters for the County. Interns assist attorneys in researching a wide range of labor matters including responding to claims of discrimination and sexual harassment. In addition, interns will have the opportunity to observe and assist with personnel board hearings, labor arbitrations and other employment related litigation.

Child Dependency Unit attorneys handle all court proceedings involving allegations of abuse or neglect in a child’s home, provide advice regarding children’s educational rights, and review the policies and procedures that guide County social workers. Interns help prepare for and attend court proceedings, conduct legal research, and assist in policy analysis.

Internships are open to first-, second-, and third-year law school students, except as noted above. Internships are unpaid, but we will work with interested applicants to arrange for public interest stipends, academic credit, or pro bono credit from their law schools if applicable. For information on how to apply, please visit: http://www.sccgov.org/sites/cco/Pages/Office-of-the-County-Counsel.aspx

SANTA CRUZ
The County Counsel is the lawyer for the county government. When the county is sued or otherwise named in a lawsuit, the County Counsel appears in court to represent the county's interests. The County Counsel also serves as legal counsel to all County officials and departments including the Board of Supervisors. Other responsibilities include drafting local laws, reviewing contracts, and providing other legal advice. The office represents County departments and related public agencies in the course of their official business and does not represent individuals in private legal matters.

Contact:
Dana McRae, County Counsel
701 Ocean Street, Room 505
Santa Cruz, CA 95060
Information: (831) 454-2040
Fax: (831) 454-2115

SOLANO

The County Counsel's Office serves as the civil legal advisor for the Board of Supervisors, County officials and departments, County boards and commissions, the Solano County Office of Education, the Solano County Grand Jury, schools, special districts and other public entities in the County. The County Counsel provides advice on a wide variety of legal matters ranging from the Americans with Disabilities Act to Zoning. The County Counsel's duties also include litigating civil actions on behalf of its public clients, and representing the County in juvenile dependency and conservatorship proceedings. The County Counsel's Office does not provide advice directly to members of the public.

Contact:
County Counsel
675 Texas Street, Suite 6600
Fairfield, CA 94533
Phone: 707-784-6140

STANISLAUS

Job postings and applications are available on the Stanislaus County HR website at:
http://www.stanjobs.org

Contact:
County Counsel
1010 Tenth St.
Suite #6400
Modesto, California 95354
Phone: (209) 525-6376