

COUNTY OF GLENN



Assistant County Counsel County Council

Deadline to Apply: Friday, October 24, 2025

COMPENSATION: \$132,974-\$160,888 Annual Salary

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- | | | |
|---------------------------------------|----------------|------------------|
| - Glenn County Employment Application | - Resume | - Writing Sample |
| - Transcripts and/or Certificates | - Cover Letter | |

Interview Date: Tuesday, October 28, 2025

The Assistant County Counsel performs a wide range of complex and high-level legal work with significant independence and discretion. This executive-level position serves as a key member of the County Counsel team and is responsible for overseeing and providing legal services on a broad spectrum of matters. The Assistant County Counsel regularly exercises sound judgment in managing assignments with minimal supervision and plays a critical role in supporting the strategic objectives of the department. This is a full-time at-will position and scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

This candidate will be able analyze, appraise, and organize facts, evidence, and precedents and present such material orally or in writing in clear and logical form. Establish and maintain effective working relationships with court officials, departments and the general public. This person will also have the knowledge of principles of civil, constitutional, and administrative law.

JOB DUTIES

- Provides legal counsel and representation to County departments, special districts and the Board of Supervisors pertaining to their powers, duties and the law respecting the exercise of such power and duties.
- Assists County Counsel in the formulation of legal strategy and options on difficult and complex legal issues.
- Prepares and conducts litigation pertaining to County legal matters, including defending civil actions or proceedings involving the County, its officers and employees or prosecuting litigation on behalf of the County and its agencies as plaintiff or petitioner.
- Composes, writes, and processes myriad legal documents; pleadings, briefs, opinions, contracts, and ordinances; ensures documents comply with the law.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Five years of experience in professional legal work, including or supplemented by three years of practice of public law is desired.

EDUCATION:

Juris Doctorate from an accredited Law School.

LICENSE or CERTIFICATE:

Current member in the State Bar of California.

Possession of, or ability to obtain, an appropriate California driver's license.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications must be received by **5:00 PM on Friday, October 24, 2025.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.