



California State Association of Counties

invites your interest in the position of

Assistant General Counsel



Recruitment Services Provided by Ralph Andersen & Associates

A Unique and Incredible Opportunity!

California State Association of Counties (“CSAC”) is seeking a legal professional who is eager to serve in the dual role as the Assistant General Counsel of CSAC and the Associate Director of the County Councils’ Association of California, the statewide membership group of county counsels. This skilled generalist will bring a solutions-oriented approach to legal matters and assist the General Counsel in overseeing a full range of important and interesting issues.

The ideal candidate will thrive in a fast-paced environment and possess top-notch legal skills to address complex issues in a commonsense manner with expediency. Unquestionable personal integrity, strong ethics, candor, and diplomacy are required. Additionally, a collaborative leadership style, strong communication skills, resilience to pressure, ability to multitask and meet deadlines, and a good sense of humor are all considered vital for success in this role.



California State Association of Counties

CSAC, governed by elected county supervisors, is a nonprofit corporation dedicated to meeting the specific needs of counties, including advocacy as a primary responsibility, client services, and public-private partnerships.

The organization serves as the effective advocate and unified voice of all of California's counties. Its mission is to serve California counties by developing and equipping county leaders to serve their communities better; effectively advocating for and partnering with state and federal governments to achieve appropriate policies, laws, and funding; and communicating the value of the critical work being accomplished by county government.

While California's 58 counties – ranging from Alpine with less than 1,200 people to Los Angeles with nearly 10 million – are diverse, many common issues exist. CSAC's long-term objective is to significantly improve the fiscal health of all California counties, enabling them to meet the demand for vital public programs and services adequately. With continued member involvement and staff commitment, the organization continually refines and expands its programs and services to ensure the success of counties well into the future, as the closest level of government to the people.

The County Counsels' Association of California ("CCAC") is comprised of public attorneys who provide legal advice and representation to California's 58 counties and other units of local government. CCAC delivers the opportunity for a stronger, more unified voice for the public lawyer in serving the needs of clients. Its purposes include improving the quality of governmental law practiced in counties, supporting and encouraging the highest legal ethics, providing continuing education and training for members, and enhancing cooperation among offices in dealing with litigation and non-litigation matters of statewide importance and concern.

Established in 1895, CSAC provides leadership to support its 58 member counties in the following ways:

- *Initiate structural and fiscal reform to address how services are determined, delivered, and funded in the State of California.*
- *Advocate on behalf of the county government and the people it serves before the executive, legislative, and judicial branches of the state and federal governments in policy development and implementation.*
- *Promote excellence in county government.*
- *Strengthen communication and consensus among counties within a context that recognizes their diverse needs.*
- *Promote education and understanding about the fundamental value of county programs and services and the challenges facing them.*
- *Anticipate and respond to the needs of CSAC's membership through specialized programs and services.*
- *Encourage and develop partnerships with other local governments, related associations, and the private sector to enhance the positions and policies of CSAC.*
- *Facilitate intergovernmental problem-solving.*
- *Ensure efficient and effective operations while seeking new opportunities and methodologies to foster continued excellence within CSAC.*

Overview of the Position

Under the direction of the General Counsel, the Assistant General Counsel is responsible for providing legal advice, counsel, and representation to the Association, including legal advocacy through CSAC's Litigation Coordination Program, and its affiliate organizations, notably the County Counsels' Association of California. This may include preparing and reviewing contracts and similar documents; providing legal advice and opinions on a variety of complex issues; formulating recommendations and strategies on legal matters; coordinating legal advocacy activities; developing materials to aid County Counsels in their legal practice; facilitating County Counsel responses on emerging legal issues; developing attorney training on ongoing topics of interest; and coordinating CCAC communications.

This position is also actively involved with CSAC's Litigation Coordination Program sponsored by CSAC and administered by the CCAC. This program benefits counties in two principal ways: 1) achieves cost savings by avoiding duplication of effort; and 2) strengthens the response of each county to litigation that affects its interests. For more information about this vital program, click [here](#).

Responsibilities and duties include:

- Serve as in-house legal counsel; analyze complex legal issues; advise the organizations;
- Provide legal representation, guidance, and advice to the organizations and affiliated entities on assigned management, personnel, and organizational issues;
- Advise legislative staff on legislative and regulatory proposals, language, statutes, and case law interaction and interpretation, and otherwise support legislative and regulatory advocacy activities;
- Consult and collaborate with County Counsels throughout the state;
- Make public presentations and Minimum Continuing Legal Education ("MCLE") presentations to CSAC governing bodies and County Counsels; and
- Appear in state and federal courts on behalf of CSAC and affiliated entities, including preparing amicus briefs and letters in matters of statewide significance to counties.



The Ideal Candidate

The ideal candidate for Assistant General Counsel will be an experienced attorney with a background working for or with public entities. This top professional will have an engaging and approachable personal style, the ability to creatively and collaboratively solve problems, and be an effective and trusted advisor on matters of high importance. This position requires exceptional organizational skills combined with the ability to effectively move matters to resolution quickly. Also, having specific experience working with legislative advocacy groups or having monitored and implemented legislative issues and mandates specific to local government will be an added plus for the Assistant General Counsel.

The Assistant General Counsel will also possess exceptional communication skills, including the ability to convey information clearly and concisely in both oral and written form. Top contenders will also be skillful at analyzing and preparing a wide variety of complex legal documents, including appellate briefs, statutory language, contracts, and legal memoranda. Additionally, top candidates will be hands-on and add value by being an active and valued contributor. Critically important is the ability to establish and maintain cooperative and collaborative relationships with a range of county members as well as CSAC staff.

Additionally, the ideal candidate will thrive in a dynamic, fast-paced, and high-performance organization. The Assistant General Counsel will have a business-like approach that fosters transparency and innovation, with a commitment to technological enhancements that support improved efficiencies, workflow, and best practices.

Personal traits and characteristics desired include:

- ***Being a confident and engaging professional*** with a passion for public service and a strong work ethic.
- Embracing the ***core values of integrity, honesty, and the ability to lead by example.***
- ***Being a strategic and forward-thinking legal advisor*** who can operate ***at a high level to provide advice and counsel on a wide range of issues.***
- Possessing the ***ability to guide the legal affairs of the General Counsel's Office successfully and efficiently in direct support of the General Counsel.***

Importantly, the Assistant General Counsel should also:

- Have the interest and ability to scale up and ***operate at a high level*** in direct support of the General Counsel.
- The Assistant General Counsel will have an ***approachable and engaging style that supports transparency, innovation, and timely response.***
- In support of the General Counsel, this top legal professional will ***become known as a thoughtful legal advisor who listens first, seeks input, and then consistently delivers*** legal options for consideration, allowing for a thorough analysis of all aspects of an issue.
- With broad legal experience, the ideal candidate will also be able to ***evaluate controversial situations and present options*** clearly and concisely.
- Another personal attribute tied to success in this position is having a ***positive and proactive attitude.***

Qualifications

- **Education** – Juris Doctorate degree from an accredited school of law, or an equivalent legal education that is recognized by the State Bar of California.
- **Experience** – Minimum of three (3) years of relevant experience; five (5) years of relevant experience is preferred.
- **License** – Active membership in the State Bar of California.

Compensation and Benefits

The annual salary range for the Assistant General Counsel is **\$150,000 to \$225,000 dependent upon qualifications**. The work schedule for this position features a flexible hybrid arrangement, with the understanding that various meetings and events may require in-office time at the Sacramento Office location throughout the month, including the need for periodic unscheduled meetings on short notice to address critical issues, and occasional travel outside of Sacramento for conferences and meetings.

CSAC offers an attractive benefits package including:

- **Health Coverage** – Kaiser or Blue Cross PPO or HMO; employer pays 100% premium for employee and dependents for Kaiser. The equivalent premium can be used towards PPO or HMO.
- **Dental** – Cypress Dental; employer pays 100% of premium for employee and dependents.
- **Vision** – Medical Eye Services; employer pays 100% of premium for employee and dependents.
- **Life/AD&D** – Employer covers employees for 1 ½ times annual salary up to \$250,000. Additional life coverage for the employee and dependents available at an additional cost to the employee.
- **Long Term Disability** – Employer pays 100% of premium for the employer.
- **EAP & Med-Ex Travel Assist** – Employer pays 100% of premium for the employee.
- **Retirement** – CSAC participates in the San Bernardino Retirement System (SBCERA). 457(b) available through Nationwide Retirement. Employees may contribute to this pre-tax through a payroll deduction.
- **Vacation & Sick Leave** – Employees accrue vacation upon employment equal to two weeks a year increasing up to five weeks after 15 years of employment. Exempt employees not eligible for overtime pay also receive up to 5 administrative leave days a year. Full-time employees earn one paid sick leave day per month (12 days per year).
- **Other Benefits** – Flexible Spending Accounts, Optional Insurance Discounts, Employee Parking/Transportation Allowance, and Continuing Education.
 - CSAC does not pay into Social Security because a pension is offered (6.2% salary savings).
 - CSAC does not pay into State Disability Insurance because of in-house short-term disability (1% salary savings).

Application and Selection Process

Candidates should apply by **Monday, September 15, 2025**, for optimal consideration. Interested candidates should submit a compelling cover letter and comprehensive resume to apply@ralphandersen.com. This position is considered open until filled. Screening interviews by the Search Firm will be conducted following submission and will continue throughout the application period. Top candidates under consideration will be asked to provide a writing sample.

Panel Interviews (Round #1) will be held in late September/early October and will be conducted using video technology. On-site interviews (Round #2) will be held soon thereafter and will include other introductions and meetings to determine “right fit” with the organization’s culture. Start date for the new Assistant General Counsel will be in November (or sooner) or a mutually agreed upon date.

This is a confidential process, and references will not be contacted until mutual interest has been established. Direct questions to Ms. Heather Renschler at (916) 630-4900. Confidential inquiries welcome.

California State Association of Counties is an Equal Opportunity Employer and values diversity at all levels of its workforce.



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