SUPERIOR COURT OF CALIFORNIA

COUNTY OF SAN BERNARDINO



CHIEF LEGAL OFFICER/ GENERAL COUNSEL

Recruitment Services Provided by
Ralph Andersen & Associates

OUTSTANDING CAREER OPPORTUNITY!

A regional and statewide search is underway to attract highly qualified candidates for consideration as the top legal strategist for the San Bernardino Superior Court (SBSC). This executive leader will serve as the Court's chief legal advisor and a trusted strategic partner to the Presiding Judge, Court Executive Officer, judicial officers, and executive leadership team. The Court seeks a distinguished attorney who combines exceptional legal expertise with sound judgment, executive presence, and the ability to provide practical counsel on complex and sensitive matters in a dynamic public sector environment. The successful candidate will thrive and excel in a fast-paced environment, addressing complex issues with a sense of urgency. The highest levels of personal integrity and strong ethics, a collaborative leadership style, and a problem-solving approach are vital for success in this role.

This opportunity offers the chance to play a pivotal role in advancing the Court's mission, protecting its legal interests, and supporting the effective administration of justice.

SAN BERNARDINO COUNTY REGION

San Bernardino County, located in Southern California, is the largest county in the United States by land area, spanning more than 20,000 square miles--an area larger than that of nine U.S. states. The region features a diverse landscape, ranging from urban communities and suburban neighborhoods to vast desert areas, mountains, and scenic natural attractions. The county is known for its rich cultural diversity, transportation and logistics industries, agriculture, outdoor recreation, and proximity to destinations such as the San Bernardino Mountains, Big Bear Lake, and the Mojave Desert.



SAN BERNARDINO SUPERIOR COURT

The San Bernardino Superior Court plays a significant role in the rich diversity of San Bernardino County as it serves and provides access to justice to nearly 2.2 million residents. SBSC serves one of the fastest growing and most diverse populations. Across twelve court locations, our court remains committed to ensuring that justice is accessible to every community regardless of distance.

The work SBSC is powered by its dedicated judicial officers and staff. In 2026, the court's staffing structure included 85 authorized and funded judgeship positions, 19 authorized and funded commissioner positions, and over 1,100 staff members working across 12 sites County wide. Together, they deliver fair and timely justice to a county that continues to expand both in size and complexity. Anabel Romero, appointed in 2022, is the Court Executive Officer of SBSC.

MISSION STATEMENT

"Our court exists to preserve and protect rights and to effect fair resolutions of disputes through consistent, impartial, and accessible administration of justice."





KEY RESPONSIBILITIES

This at-will position reports to the Court Executive Officer (CEO). The Chief Legal Officer/General Counsel is a member of the executive leadership team and is responsible for providing advice and counsel to the CEO, Presiding Judge, judicial officers, and the associated departments through the assigned staff in the Legal Support Services Office. This position also coordinates the litigation and selectively outsources legal matters to outside advisors. This top professional also provides leadership and oversight to attorneys and staff in the Legal Support Services Office, as well as communicating and implementing tactical legal strategies that conform to the Court›s strategic goals and objectives.

Additionally, as a manager of people and resources, the Chief Legal Officer/General Counsel will oversee a staff of over 60, which includes Attorneys, Law Clerks, and Support Staff.

KEY RESPONSIBILITIES continued

Primary responsibilities include:

- Provide high-level legal advice and counsel to the CEO, Presiding Judge, judicial officers, and other members of Court leadership on a wide range of laws and regulations, including ethics, employment law, labor relations, and tort liability; direct research and write or review opinions regarding duties, powers, and obligations of the Court; oversee court compliance with all applicable legal and regulatory requirements.
- Oversee the Legal Support Services Office that is responsible for providing legal research services in individual cases assigned to judicial officers.

Additional responsibilities include:

- Research legal issues and make recommendations for interpreting legal requirements and associated policy; draft and issue legal opinions; draft and review contracts and other legal documents; approve contracts as to form and legality.
- Work closely with the CEO, Presiding Judge, and other members of court leadership to analyze and resolve legal complaints and issues; recommend corrective action and changes in policies and procedures.
- Coordinate legal representation through the Judicial Council and oversee litigation against the Court.
- Direct the development of legal strategy and the preparation of briefs, pleadings, motions and arguments.
- Perform legal research work on the most difficult issues and provide legal advice to the CEO, Presiding Judge, and other members of Court leadership on complex areas of law.
- Review claims filed against the Court, make recommendations for action or resolution, and coordinate the resolution of legal issues with the Judicial Council staff.
- Review and prepare comments on proposed federal and state legislation and regulations.
- Evaluate, review, and recommend changes in policies and practices to comply with legal requirements.

THE IDEAL CANDIDATE

The ideal candidate is an accomplished legal executive with extensive experience in public sector law, employment and labor relations, governance, litigation, and risk management.

This individual will be a trusted advisor who provides sound legal counsel, exercises exceptional judgment, and develops practical solutions to complex legal and operational challenges. They will communicate effectively with judicial officers, executive leadership, attorneys, employees, and external stakeholders while navigating sensitive matters with discretion, professionalism, and integrity.

The successful candidate will be a collaborative leader committed to public service, organizational excellence, and the fair and effective administration of justice.

The Chief Legal Officer/General Counsel will join a mission-driven, positive work culture and environment focused on timely results and operating within a high-performance organization.

This legal strategist will have a collaborative style that supports transparency, innovation, and timely response. The top candidate will demonstrate the ability to craft simple solutions that allow SBSC leadership to move initiatives forward.

THE IDEAL CANDIDATE CONTINUED

The Chief Legal Officer/General Counsel will be supportive and collaborative leader committed to progressive management as a member of the executive leadership team. They will embrace the core values of integrity, honesty, and leading by example. They will be a strategic and forward-thinking legal advisor who can operate at a high level yet is very involved in providing advice and counsel on operational issues.

EDUCATION AND EXPERIENCE

Graduation from an accredited law school with a Juris Doctorate (J.D.) degree; ABA accredited as defined in Rules of the State Bar of California Rule 4.3 preferred. Ten (10) years of progressively responsible legal experience, including seven (7) years of substantial experience in employment law, public agency law, labor relations, litigation, governance, contracts, or judicial administration. A minimum of three (3) years of management, supervisory, or lead experience is highly desirable; preference for partner-level, general counsel, or chief legal officer experience.

License(s):

- Active license to practice law in California and good standing with the State Bar of California.
- A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

Desirable Qualifications:

- Experience interpreting and applying California Rules of Court, Judicial Council policies, and judicial branch governance requirements.







COMPENSATION AND BENEFITS

The salary range for a Chief Legal Officer/General Counsel is $201,686.42 to $258,117.86, annually.

The Superior Court of San Bernardino provides a competitive total compensation and benefits package, which in part includes:

- **Medical Benefits:** Medical plans, court contribution ranging from 59.5% to 63%. Plus $250/per pay period in benefit plan dollars, increasing to $300 Plan Year 2027.
- **Short and Long Term Disability:** 100% court paid. Life Insurance: $100,000 plan, 100% court paid, additional coverage available.
- **Deferred Compensation:** Eligibility to and approval, participate in 401(k) and 457(b) plans. 401(k): Optional pre- or post-tax plan. The court will match up to four percent (4%) of your biweekly base salary at a rate of two (2) times your contribution up to 4%, the Court's contribution will not exceed 8%.
- **Retirement:** Membership in the San Bernardino County Employees' Retirement Association (SBCERA). Tier 1 (for those hired prior to January 1, 2013, or eligible for reciprocity) features a percentage based on entry age (General plan 2.0% at age 55). Tier 2 (for those hired on or after January 1, 2013) features a uniform percentage (General plan 2.5% at age 67). Additional information can be found at www.sbcera.org.
- **Dependent Care and Flexible Spending Account available**
- **Health & Fitness Club Reimbursement:** maximum of $324/annually per fiscal year.
- **Car Allowance:** up to $346.15 per pay period
- **Cell Phone Stipend:** $80.00 per month (totaling $960.00 annually).
- **Telework Options:** May be available depending on operational needs, subject to discussion and approval.
- **Vacation:** 80 hours per calendar year (pro-rated based on start date) and available first day of employment. Accrual rate up to 200 hours annually for incumbents who have prior public sector retirement participation, based on eligibility.
- **Administrative leave:** 80 hours per calendar year (pro-rated based on start date).
- **Sick Leave:** Approximately 3.69 hours/per pay period.
- **Voluntary Time Off (VTO):** up to 120 hours annually, based on eligibility.

SBSC is proud to receive Bronze recognition for the TIME FOR YOU wellness campaign from the American Heart Association® (AHA) - Well-being Works Better™ 2024 Scoreboard for our commitment to employee health and well-being. This achievement aligns with our strategic goal of becoming an "Employer of Choice." We remain dedicated to fostering a supportive and healthy workplace.



APPLICATION & SELECTION PROCESS

Interested candidates are requested to submit a resume and compelling cover letter to **apply@ralphandersen.com**. The first review of applications and resumes is anticipated to close on Tuesday, December 22, but this date is subject to change depending on applications received.

This is a confidential recruitment, and the process will be handled accordingly throughout the various stages. References will not be required upon submittal but will be requested once mutual interest has been established. Any specific questions should be directed to Ms. Sabrina Landreth at 916-630-4900 or at **sabrina@ralphandersen.com**.

San Bernardino Superior Court is an Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliant employer that is committed to providing equal employment opportunity to all employees and applicants. Facilitated through the Human Resources Department, the Court adheres to a policy of equal opportunity for all in employment, training, promotion, retention, and benefits, consistent with federal and state regulations and Court policies, to positively impact Court employees' quality of work life and customer service provided to the general public.