



**CLACKAMAS**  
C O U N T Y

Oregon

**COUNTY COUNSEL**

**\$209,184 - \$282,350**

*Apply by:*

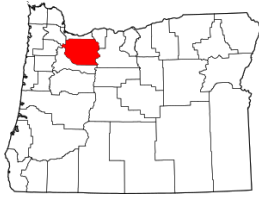
**July 13, 2025**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## THE COMMUNITY



Located between the snow-packed peak of Mt. Hood and the depths of the Willamette River, Clackamas County is home to 430,421 people and 1,879

square miles of urban, suburban, rural, and wild natural beauty. The county includes the communities of Portland, Lake Oswego, the county seat Oregon City, Tualatin, West Linn, Wilsonville, Milwaukie, Happy Valley, Canby, Gladstone, and many more. Clackamas County offers a rich history, food straight from the farm, and abundant recreational possibilities where each day provides a new experience, whether you are indoors or outside. Clackamas County is also home to arts festivals, historical sites, museums, cultural centers, public art, and many stunning murals.

The region has the advantages of being close to a major metropolitan area, in addition to significant natural areas and outdoor activities. Mt. Hood's year-round snow allows residents and visitors alike to ski or snowboard in the morning and golf in the afternoon, or pitch a tent in one of many campgrounds and cast a fishing line in a nearby lake or river. White-water rafting, bird watching, hiking, canoeing, climbing, bicycling, the county fair, festivals, and rodeos are just a few of the adventures awaiting you and your family. Within a few hours' drive are many gorgeous regional areas, including the Pacific Ocean, Columbia River Gorge, the Cascade Range with its numerous snow-covered volcanoes, and the Central Oregon high desert.

To learn more about Clackamas County, please visit see the Clackamas County Quick Facts [here](#), and visit and [www.mthoodterritory.com](http://www.mthoodterritory.com).



## THE COUNTY & OFFICE OF COUNTY COUNSEL

Governed by a five-member Board of Commissioners elected to four-year staggered terms, Clackamas County has 12 departments, administered by a Board appointed County Administrator, and 8 special districts, operating on a countywide budget of \$1.5 billion with 2,513 regular status FTEs. Elected officials within the County include the Clackamas County Board of County Commissioners, Assessor, Clerk, District Attorney, Justice Court, Sheriff, and Treasurer.



Clackamas County's Office of County Counsel provides quality legal services and representation to all County departments, elected officials, service districts, and employees while being responsible stewards of taxpayer resources. The Office's staff provides a full range of legal services to the Board of County Commissioners, all elected County officials, all departments and divisions, and several special service districts.

The Office of County Counsel provides general counsel and advisory legal services countywide and represents the County and its agents and employees in Federal, State, and Tax Courts, labor arbitrations, land use and administrative hearings, and in small claims. The office operates on an annual budget of \$3,783,420 million with 14 full-time staff, including the County Counsel, nine Legal Counsel staff, two Paralegals, and one Executive Assistant. The Office also recruits volunteer law students and provides them with an introduction to public service and government law.





## THE POSITION

Reporting to the Board of County Commissioners, the County Counsel oversees all legal matters of a civil nature involving the County and any of its special service districts. The roles and responsibilities of the County Counsel are set forth in Chapter 2.12 of the Clackamas County Code. Within a broad set of objectives established by the Board of County Commissioners, the County Counsel develops and implements goals, objectives, policies, and priorities for the Office and countywide. This position is responsible for providing legal advice and guidance to the Board of County Commissioners, other County elected officials, the twelve County departments, and other work as directed by the Board.

Challenges the incoming County Counsel will face include contributing to the County's success in the challenging, competitive, and political environment of local government while being a non-political and consummate professional and leading an experienced legal team in a fast-moving environment with an ever-evolving set of legal issues, all while serving in a very public position.



**Typical duties of the County Counsel may include, but are not limited to the following:**

- Provides legal counsel to the Board of County Commissioners, County officers, County Administrator, department directors, service districts, and various boards and commissions. Attends public meetings and work sessions. Approves legal form of all official ordinances, orders and actions of the Commissioners. Advises on legal rights and responsibilities and other legal issues.
- Provides or oversees legal representation in all civil matters on behalf of the County and its service districts. Prosecutes, defends and appeals legal actions, suits and other proceedings. Prepares and presents cases at trials or hearings. Evaluates and negotiates out of court settlements. Represents the County in state and federal courts and before administrative tribunals.
- Advises County departments on appropriate action for a variety of legal problems and issues, particularly those involving county-wide policies or politically sensitive issues. Interprets Federal, State and local legislation, statutes, rules and regulations; reviews and makes recommendations on proposed policy or procedural changes.
- Directs the research and preparation of legal opinions, memoranda, ordinances, resolutions, contracts, agreements, deeds and other legal documents. Reviews and analyzes court decisions and pending legislation.
- Develops and implements new and revised policies and procedures for the Office of County Counsel. Establishes goals, standards and objectives, establishes annual work plans, and coordinates services with other departments and government agencies.
- Develops annual and supplemental budgets for the Office of County Counsel. Presents budget proposals to the County budget committee and Board of County Commissioners, and monitors revenues and expenditures.
- Hires and directs professional and supervisory staff to provide quality service to County staff. Prepares performance evaluations, administers progressive discipline, conducts and/or facilitates staff training and development programs, and promotes cooperative team efforts among staff and with other County departments.

For the full classification description, please view the attachment found [here](#).



## IDEAL CANDIDATE

### Minimum Requirements:

The selected candidate must be a proven leader who can influence internal and external partners in service to the Board and the organization. The candidate must be an active member of the Oregon State Bar at the time of appointment, have admission to practice in the United States District Court, and admission to practice in the United States Court of Appeals for the Ninth Circuit. Candidates should have a minimum of seven (7) years of progressively responsible experience in a comparable legal environment proving a full range of legal options and advice which would provide the knowledge and skills to perform the responsibilities of this position. The incumbent must successfully pass a criminal history check and possess a valid driver's license, maintaining an acceptable record throughout employment.

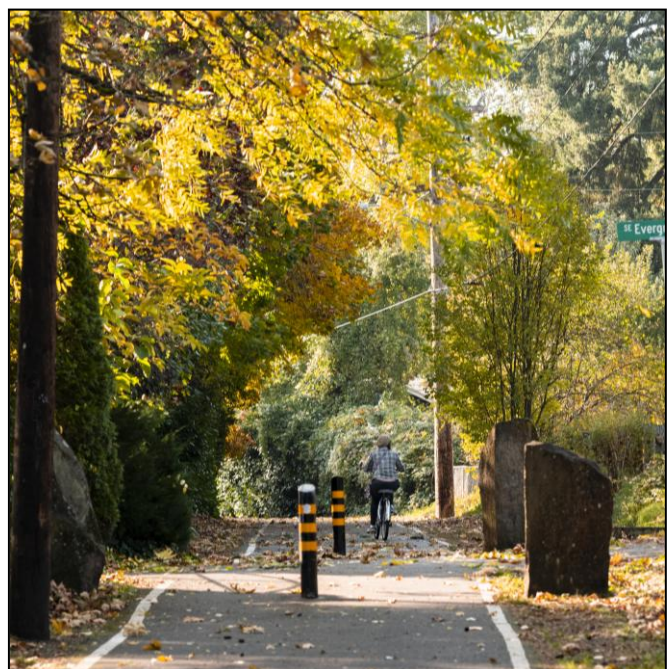


### Necessary Knowledge, Skills, and Abilities:

- Exceptional leadership skills with presence, command and a confident, authoritative voice which compels attention and respect.
- The ability to manage a 12-person professional law office, and the experience to build a cohesive team which demonstrates accessibility and responsiveness to its clients.
- The ideal candidate will be experienced and adept at the practice of local government law. Previous significant experience as a local government attorney or in a private practice specializing in local government law is necessary.
- While a history of Oregon legal experience is preferred, it is not required.
- An ability to effectively communicate with elected officials, earning their respect, as well as their confidence.



- As one of only two positions which report directly to the Board of County Commissioners, the incumbent must understand the autonomy of the position, while being an engaged member of county leadership, knowing when to "lean into the team" and when to "lean back."
- Political acumen to meet both the needs of the Board of County Commissioners and Clackamas County.
- A depth of skill in communicating with elected officials, including the ability to be clear in what has been asked for and what can be expected.
- An understanding of how to effectively advance the Board's policy decisions as it relates legally to state and federal legislation and laws.
- The skill to say "No" when necessary while maintaining positive client relationships.



## COMPENSATION & BENEFITS

- **\$209,184 - \$282,350 DOQ**
- County-paid contribution of 6.27% of base salary into 457b Deferred Compensation Plan (OPSRP).
- 16 hours of vacation accrual per month. Option at time of hire to have the first years' worth of vacation leave frontloaded into a vacation leave bank.
- 8 hours of sick leave accrual per month.
- 10 paid holidays and 1 personal day per year.
- Choice of medical plans that include chiropractic coverage, alternative care, vision, and prescription drug coverage, and choice of dental plans.
- Life and Disability Insurance.
- Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP): Employer-paid 6% PERS retirement contribution (The county currently pays the employee's share of the retirement contribution.) OPSRP members get vested after five years of contributions or when they reach age 65.
- Other retirement Savings Options that allow for additional retirement funds savings, including an option to contribute a portion of employee earnings on a pre- or post-tax basis to a 457b Deferred Compensation Plan.
- Alternate workweek program, working 40 hours during a standard workweek of Monday through Thursday (Fridays off).
- Robust EAP and wellness programs, including gym discounts and wellness education classes.
- Longevity pay.
- Optional Flexible Spending Account, Long Term Care, Legal Insurance, HRA VEBA, and AFLAC.



To learn more about the benefits at Clackamas County, visit the [benefits page](#) or view the [non-represented Group 1 benefit summary](#).



To learn more about Clackamas County, please visit:  
[www.clackamas.us](http://www.clackamas.us)

Clackamas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 13, 2025** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Clackamas County, OR – County Counsel**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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