



Oregon

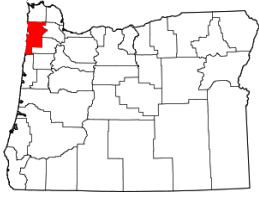
COUNTY COUNSEL
\$174,144 - \$220,344

Apply by
August 14, 2025
(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



Tillamook County, nestled along the Oregon Coast, is a place of unparalleled natural beauty where the forest meets the Pacific Ocean, and where the warmth of our tight-knit communities, local markets, and culinary and cultural opportunities create a welcoming atmosphere. Home to 27,748 residents and visited by 3.2 million visitors each year, the region is one of Oregon's most diverse coastal destinations with its breathtaking coastline, lush forests, and pristine rivers. The County offers four adventure-filled seasons of world-class hiking, beachcombing, fishing, seafood harvesting, and surfing, along with many other recreational activities. The area is rich in culinary options from seafood to fresh local meats and produce. The County is home to numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway. Tillamook is also the home of world-famous Tillamook Cheese, and the dairy, agricultural and fishing industries are major contributors to the local economy. Tillamook County residents enjoy a relaxed coastal lifestyle with thriving communities, excellent schools, local healthcare, and a strong sense of community.



THE COUNTY

Tillamook County was organized in 1853 as a General Law County when the Territorial Legislature approved an act to create the new county out of an area previously included in Clatsop, Yamhill and Polk Counties. Tillamook County was named after the Tillamook Indians who occupied the areas around the Tillamook and Nehalem Bays.

Tillamook County is governed by a three-member Board of Commissioners who are elected to four-year staggered terms. The Board elects a chair at the beginning of the calendar year, who serves until January of the following year.

The Commissioners are active at state and federal levels representing the concerns and interests of the County. Other elected officials of the County include sheriff, clerk, assessor, treasurer, district attorney and justice of the peace. Operating on a 2024-2025 budget of \$152,040,280, Tillamook County has a workforce of approximately 260 employees represented by two bargaining units.

The County operates with 22 departments, including Assessment & Taxation, Board of County Commissioners, Clerk's Office, Community Development, Health & Human Services, District Attorney's Office, Facilities Services, Human Resources, Information Services, Justice Court, Juvenile, Library, Parks, Public Works, Emergency Management, Sheriff's Office (Parole and Probation, Community Corrections), Solid Waste, Surveyor's Office, Treasurer's Office, and Veterans' Services.

THE POSITION

Under the direction of the Chief Administrative Officer, the County Counsel serves as the chief legal advisor for the County and is responsible for managing and delivering legal services to the Board of County Commissioners, elected officials, department heads, and County staff. This position provides oversight of all legal matters affecting County operations and leads the development, interpretation, and enforcement of legal policy.

The County Counsel offers formal and informal legal opinions; drafts and reviews ordinances, resolutions, policies, contracts, and other legal documents; and ensures compliance with applicable federal, state, and local laws. This position also represents the County in litigation and before regulatory bodies, and manages both in-house legal proceedings and the work of retained outside counsel.

Areas of legal responsibility include labor and employment, land use, contracts and procurement, public records and meetings, taxation, torts, real property, construction, and general governance. The County Counsel also acts as the County's risk manager, advising on legal strategy, claims resolution, and insurance matters.

This role includes lead supervision of legal support staff, coordination with internal departments and advisory bodies, and attendance at public meetings and hearings to ensure legal compliance.

To view the complete job description and responsibilities, please view the attachment found [here](#).



THE IDEAL CANDIDATE

Education & Experience:

A Juris Doctorate, and five (5) years of progressively responsible work experience as an attorney is required. Candidates must be admitted to the Oregon State Bar at the time of the appointment and remain in good standing. Candidates must also possess a valid Oregon driver's license or be able to attain one within 6 months of hire and maintain an acceptable driving record.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of legal principles, terminology, procedures, and legal analysis.
- Knowledge of substantive and procedural civil law, including civil forfeiture laws, administrative regulations, and case law relevant to county government.
- Knowledge of courtroom and trial procedures, administrative hearings, and applicable rules, including Oregon Rules of Evidence.
- Knowledge of public meetings law, public records law, and public contract law.
- Knowledge of labor and employment law, land use law, and real property law.
- Knowledge of investigative and forensic analysis techniques used in case preparation.
- Skill in preparing and presenting legal arguments in courtroom settings.
- Skill in analyzing facts, statutes, evidence, and legal precedents to develop sound conclusions.
- Skill in drafting clear and accurate legal documents, reports, and correspondence.
- Skill in advising public officials on legal matters involving public administration, contracts, and regulatory compliance.
- Ability to communicate legal concepts clearly and persuasively in both written and oral form.
- Ability to manage competing priorities and remain composed in high-pressure or adversarial settings.
- Ability to conduct thorough legal research and summarize findings effectively.
- Ability to make informed decisions independently while aligning with legal and organizational policies.
- Ability to maintain confidentiality and build effective working relationships with elected officials, department heads, legal professionals, and the public.

COMPENSATION & BENEFITS

- **Salary: \$174,144 - \$220,344 DOQ**
- **Retirement:** Oregon PERS retirement plan.
- **Deferred Compensation and Flexible Spending Accounts:** The County offers three (3) voluntary deferred compensation programs. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.
- **Insurance:** The County provides life insurance, accidental death and disability, and long-term disability as well as offers comprehensive health plan with a \$1,000 per person deductible and \$3,000 out of pocket maximum. The County covers 90% of the insurance premium for employees and their dependents.
- **HRA/VEBA:** The HRA/VEBA plan is a health reimbursement arrangement (HRA)/voluntary employees' beneficiary association (VEBA). The County makes a monthly \$115 tax-free contribution to HRA/VEBA on the employee's behalf. The funds are held in a non-profit, tax-exempt VEBA trust authorized under Internal Revenue Code - 501(c)(9).
- **Leave:** Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are twelve (12) paid holidays and three (3) personal leave days annually.



**To learn more about
Tillamook County,
please visit:**

www.tillamookcounty.gov

Tillamook County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 14, 2025** (applications reviewed as submitted, open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Tillamook County, OR – County Counsel**", and click "**Apply Online**", or click [here](#).

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206.368.0050