

COUNTY ATTORNEY



JEFFERSON COUNTY, COLORADO





About Jefferson County ("Jeffco")

In 1858, when gold was discovered in the Rocky Mountains, there were fewer than 200 settlers. Two years later, nearly 35,000 people, lured by the quest for gold, had immigrated to what is now Jefferson County. The City of Golden sprang up west of the pioneer mining camp of Arapahoe City, providing goods and services to the prospector, farmer, rancher and explorer. When the "Territory of Colorado" was organized in 1861, Golden became the county seat of Jefferson County and served as the territorial capital until 1867.

Jefferson County, commonly called Jeffco, is the fourth most populous of the 64 counties of the State of Colorado. Located along the Front Range of the Rocky Mountains in Golden, Jefferson County is adjacent to the west side of the state capital, Denver. Jefferson County is one of the major metropolitan counties within the State of Colorado. Twelve incorporated municipalities are located totally or partly within the county: Arvada, Bow Mar, Edgewater, Golden, Lakeside, Lakewood, Littleton, Morrison, Mountain View, Superior, Westminster and Wheat Ridge. Encompassing 773 square miles, with three-fourths of the area mountain land, Jefferson County is home to over a half a million people. Approximately one-third of the residents live in the unincorporated areas of the county.

Jefferson County government responds to the needs of its citizens through the cooperative effort of its elected officials, employees and citizen advisors, all working together to improve the quality of life in the county. Citizen access and input to county government is facilitated by the more than 300 citizen volunteers who serve on numerous county boards, commissions and committees.

Jefferson County serves as both an administrative arm of the state government and as a unit of local government. Overseeing Jefferson County are three County Commissioners. Each commissioner is elected by county residents and serves a four-year term. Commissioners serve as policy makers for land use, roads and bridges, parks and libraries, public protection, public assistance, health and intergovernmental services.

Living and working in Jefferson County offers the quintessential Colorado lifestyle sought after by many. Residents enjoy easy access to mountain activities such as hiking, skiing and rafting, while also being able to take advantage of the eclectic amenities offered by the greater metropolitan Denver area. It's a place where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. We have rolling grasslands and craggy rock formations, natural foothills, rugged mountains and tumbling mountain streams.



The Ideal Candidate

The Board of County Commissioners (BCC) is seeking a dynamic and innovative individual to serve as County Attorney, the chief legal officer to the BCC and other elected and appointed officials, boards and county staff. The ideal candidate should have strong executive management skills and be an experienced, proactive and collaborative intrapreneur. The candidate must have a Juris Doctorate and 10 years of progressively responsible legal experience, preferably including local government, with any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Candidate must have admission to the Colorado Bar and be a member in good standing of the United States District Court of Colorado and the Tenth Circuit Court of Appeals at time of hire.

Required Skills

Thorough knowledge of:

- Statutory interpretation and legal research.
- Federal and Colorado state laws, rules, regulations and procedures regarding county government.
- Extensive knowledge concerning litigation and legal negotiation.
- Developing strategic goals that reflect general county policy and philosophy.
- Ethical guidelines related to the position as established by professional organizations, legislation, rules and regulations.
- Personnel and management principles, practices and techniques related to staff development and administration.
- Standard research and investigation methodology, practices and procedures.
- Practices and procedures for planning, formulating and administration of budgets.

Skills and Abilities to:

- A professional approach to issues and problems.
- Patience and tolerance when working through the multitude of issues that confront the county.
- Ability to work within an intense and fast-paced environment.
- Ability to implement decisions and policies of the BCC to accomplish the objectives of the county's elected leaders.
- Communicate clearly and concisely, both verbally and in writing with elected and appointed officials and with other public or private organizations and individuals.
- Exercise tact and courtesy as an official representative of the county with all levels of county personnel as well as other public officials, media representatives and the public.
- Establish and maintain effective working relationships.
- Exercise organization and analytical skills.
- Organize material and present information clearly and concisely in verbal and written form.
- Perform effective public speaking to groups of varied interests and background.

Total Compensation Package

Salary Range: Mid to Upper \$100's

- Health, Dental & Vision Covered at 100%
- Executive Leave Time-Off Benefits
- Car Allowance
- Paid Holidays
- Life Assistance Program
- Wellness Program
- Mediation Services
- On-Site Fitness Centers
- Tuition Reimbursement



- 401(a) Retirement Plan
- 457 Deferred Compensation Plan
- Flexible Spending Account
- Banking Services
- Voluntary Home & Auto Insurance
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Term Life Insurance and AD&D
- Voluntary Term Life Insurance
- Work-Life Employee Discounts
- Organizational Development and Employee Training

Application Process

To be considered for this position, please apply through our website at: www.jeffco.us/jobs.

Be sure to include a cover letter and resume.

Inquiries may be directed to Demetrius Parker, Talent Acquisition Manager, at dparker@jeffco.us.



Important Target Dates

Recruitment Opens: February 3, 2019

Recruitment Closes: February 28, 2019

Interviews with Panels: Late March, 2019

Interviews with Board: Early April, 2019

Target Decision Date: Mid-April, 2019