THE COUNTY OF MENDOCINO

is now accepting applications for the position of:

$200,000 annually commensurate with experience

JOIN OUR TEAM!

Open Until Filled - Screening on March 13, 2024
The County

As an employer, the County of Mendocino supports an annual budget of $357 million dollars. With competitive salaries, benefits, and a favorable work environment as expressed by county employees, this is a great place to work, live, and raise a family. The county greatly values the contributions of its employees and their commitment to public service and the quality of life in Mendocino. Our vision is to be the employer of choice in Mendocino County by providing a workplace that attracts and retains talented and passionate employees to serve our community.

The County of Mendocino covers nearly two and half million acres of land (more than 3,800 square miles). It is a picturesque and bucolic rural county along California’s north coast. Just two hours drive from the Golden Gate, the county boasts beautiful fertile inland valleys, Pacific coastline, and rugged mountain peaks. The county’s 91,000 residents enjoy small town life, local cultural events, theatre companies, and abundant outdoor recreational activities. Quaint historic villages are found along the scenic coastline, home to many inns, art galleries, boutiques and restaurants. The northern part of the county draws outdoor enthusiasts eager for adventure in hiking, canoeing, fishing and more. The inland area is best known as wine country, producing some of the finest California wines from a unique terroir. Mendocino County’s economy is grounded in agriculture and timber, as well as tourism and a growing retail and service center. Weather in the county is generally mild. Fog and sea breezes usually keep the coastal areas cool, while inland temperatures can reach the high 90’s during the summer months. With 90+ miles of coastline, Mendocino County has a beach for everyone. We are home to the southernmost reaches of the Pacific temperate rainforest ecoregion and to the Mendocino National Forest, with recreational opportunities accessible to all. The county seat is Ukiah with a population of approximately 16,700 residents.

For more information about Mendocino County: www.discoverukiah.com  
www.visitmendocino.com

The Department

The Public Defender’s Office is responsible for representing those financially unable to employ counsel and who are charged with the commission of any contempt or criminal offense triable in the Superior Courts of the County at all stages of the proceedings. The office represents individuals in certain specialty or collaborative courts, such as drug court and mental health court. Most collaborative courts look to alternatives to incarceration in order to provide individuals with the services and treatment that they need.

www.mendocinocounty.org/government/mendocino-public-defender
The Position

The Public Defender is an at-will position appointed by and reporting to the Board of Supervisors. The Public Defender is a working leader who spends approximately 30% of their time carrying a caseload, including the most complicated litigation cases, and will support other Deputy Public Defenders’ caseloads as needed. The Public Defender will also assist with coordinating and overseeing the caseloads, court calendars, facilitate regular meetings and will be purposeful in the development of new and experienced lawyers and staff. This position is also responsible for the oversight of operational and budget administration, employee relations and other personnel matters. This position fosters cooperative working relationships among County Departments, intergovernmental regulatory agencies, courts, and various public and private groups. And will build and maintain successful working relationships with the District Attorney’s Office, Probation Department, and other law enforcement agencies.

The position is more fully described in the County’s specifications for the job classification.

The Ideal Candidate

The ideal candidate will be an experienced defense professional who has demonstrated an ability to successfully lead a team and foster a culture of flexibility, forward-thinking, and continuous improvement. They will have the ability to handle the full range of public defense cases, and serves as a knowledgeable and engaged resource for staff and the community, who keeps the Board of Supervisors, CEO and County leaders educated and informed. They will possess excellent oral and written communication skills, demonstrated ability to work with a team, ability to multitask, meet concrete deadlines, and ability to aggressively, but civilly, represent the client.

Minimum Qualifications

Current membership with the State Bar of California and seven years experience as a practicing attorney to include two years performing managerial-level supervisory and administrative duties; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:
Licensed to practice law in the State of California

Salary & Benefits

The salary for this position is $200,000 annually commensurate with experience.

Mendocino County also offers an outstanding benefit package that includes:
- Retirement benefits provided under the 1937 Act and enrollment in Social Security. For more information, contact the Retirement Administrator at 707-463-4328.
- Participation in a 457 deferred compensation plan with up to 4% of salary contribution matched by the County.
- Longevity increase after five (5) years at Step 5 (or a flat rate salary) and upon each five (5) year anniversary thereafter. The increase shall be 2½% for each five-year period.
- $1,500 annually for education, training, and wellness expenses distributed quarterly.
- County pays 75% of Medical, Dental and Vision Insurance coverage for employees and their dependents.
- $50,000 group life insurance policy and $50,000 A.D & D.
- 11 paid holidays.
- 48 hours of paid management leave.
- Paid vacation beginning with two weeks, increasing periodically to five weeks after 15 years of service.
- Sick leave accrual at 15 days per year.
The Process
This recruitment will remain Open Until Filled, with screening on March 13, 2024.

To be considered for this career opportunity, please submit a completed County application and resume through the County’s website www.mendocinocounty.org/jobs or by scanning the QR code below.

Attach a writing sample and responses to the following:

1. Are you an active member of the California State Bar?

2. As an attorney, have you ever been sued by a client and/or disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, please provide the details. If not, please respond "N/A."

3. Please describe your experience practicing criminal law, highlighting your criminal defense experience.

4. Please describe the most significant and complex felony criminal litigation matter you have handled, and how you developed your strategy for it.

County of Mendocino
Human Resources Department
501 Low Gap Road, Room 1326
Ukiah, CA 95482
Phone: 707.234.6600
Website: www.mendocinocounty.org/hr
E-mail questions to: HR-Recruitment@mendocinocounty.gov