



Jefferson County

# County Attorney





## The Position

The County Attorney serves as Jefferson County's chief legal officer and principal legal advisor and reports directly to the Board of County Commissioners. The County Attorney provides strategic legal counsel to the Board of County Commissioners, elected and appointed officials, and County leadership. As a key member of the County's executive leadership, the County Attorney plays an important role in navigating complex legal and organizational issues and supporting effective governance.

The County Attorney leads the County Attorney's Office and oversees the delivery of comprehensive legal services across the organization. The position anticipates legal and organizational challenges, protects and vigorously represents the County's interests, and helps leaders identify legally sound and practical paths to advance County priorities. Success in this role requires balancing legal risk, operational needs, public accountability, and effective governance while leading a responsive, collaborative, and high-performing legal organization.

## Priorities

- Develop and maintain strong trusted relationships with the Board of County Commissioners and the County's elected and appointed officials, serving as a credible, responsive, and solutions-oriented legal advisor.
- Provide timely, practical, and sound legal advice to the Board of County Commissioners, elected and appointed officials, the County Manager, and County departments, helping leaders understand legal risks, evaluate options, and make well-informed decisions.
- Partner effectively with the County Manager and build strong working relationships with department directors and other County leaders to understand operational issues, anticipate potential legal implications, and proactively provide guidance and counsel.
- Provide consistent, collaborative leadership within the County Attorney's Office, fostering a welcoming, respectful, and high-performing team environment focused on responsive and effective legal service.

## The Successful Candidate

The successful candidate will be a seasoned legal executive with significant experience advising senior leaders on complex legal, regulatory, and organizational matters. They will have demonstrated the judgment and confidence necessary to vigorously represent and protect an organization's legal and institutional interests while serving as a trusted advisor to leaders with differing roles, responsibilities, and perspectives.

The ideal candidate will be strategic, practical, and proactive – someone who anticipates emerging issues, clearly communicates legal risk and options, and develops solutions that allow leaders to responsibly advance organizational priorities. They will understand when an issue requires a firm legal position and when collaboration and creative problem-solving can produce an effective path forward.

As an accomplished executive leader, the successful candidate will build and sustain a high-performing legal team, effectively manage competing priorities and resources, and foster strong relationships with elected and appointed officials, County leadership and staff, external partners, and the community. They will bring integrity, diplomacy, confidence, resilience, and a strong commitment to public service, along with an innovative and intrapreneurial mindset appropriate for a complex and evolving local government environment.

## Qualifications

This position requires a Juris Doctor (J.D.) and 10 years of progressively responsible legal experience, preferably including local government experience. An equivalent combination of training and experience that provides the required knowledge, skills, and abilities may be considered.

Candidates must be admitted to the Colorado Bar at the time of hire and be members in good standing of the United States District Court for the District of Colorado and the United States Court of Appeals for the Tenth Circuit at the time of hire.

**Preferred qualifications** include supervisory and leadership experience; experience serving at the assistant, deputy, senior, or comparable level in a city, county, or other complex public-sector legal organization; and demonstrated experience providing or overseeing legal counsel across a broad range of local government matters. Relevant areas may include land use and development, human and social services, contracts and procurement, employment and labor, public works and infrastructure, environmental matters, taxation and finance, elections, open meetings and public records, litigation, risk management, and other areas affecting county operations. Candidates are not expected to have direct expertise in every area; rather, the ideal candidate will demonstrate the breadth of experience and judgment necessary to lead a comprehensive public-sector legal practice and effectively oversee specialized legal counsel.



## Inside the County Attorney's Department

The Jefferson County Attorney's Office (CAO) provides legal advice and representation to the Board of County Commissioners, Jefferson County's elected and appointed officials, boards, departments, and staff. With a team of approximately 50 attorneys, paralegals, and professional staff, the CAO provides a broad range of legal services supporting the operations of one of Colorado's largest counties.

The office's diverse practice includes civil litigation, land use, employment matters, property tax, elections, contracts and transactional matters, and the prosecution of zoning and building violations. The CAO also provides legal advice and representation to the Jefferson County Human Services Department in dependency and neglect proceedings, adult services matters, welfare fraud recovery, child support enforcement, and other civil matters.

The work of the CAO is highly collaborative, requiring attorneys and professional staff to partner across practice areas and work closely with County leaders and departments on complex legal and operational matters.

The County Attorney is supported by a leadership team consisting of three Deputy County Attorneys, an Office Manager, and an Executive Assistant. Together, the leadership team provides strategic direction for the office, develops and supports its employees, manages resources and priorities, and helps ensure responsive, high-quality legal services throughout Jefferson County.



## Inside the Organization

Jefferson County operates as both an administrative arm of state government and a unit of local government, providing a broad range of services to residents and communities throughout the County. The organization operates within a complex governance environment that requires close collaboration among elected officials, appointed leaders, employees, community partners, and residents.

Jefferson County is governed by a three-member Board of County Commissioners. Each Commissioner is elected by County voters and serves a four-year term. The Board establishes policy and provides leadership across areas including land use, roads and bridges, parks, public assistance, and intergovernmental services.

County government responds to community needs through the cooperative efforts of its elected officials, employees, and community advisors. Resident participation in County government is further supported by more than 300 volunteers serving on numerous boards, commissions, and committees.

Jefferson County employs approximately 3,681 full-time employees. The FY 2026 Operating Budget is \$699 million, with a total County budget of \$935 million.

### Vision

Jefferson County seeks to be a county government that provides equitable, innovative, efficient, and quality service to a thriving and safe community.

### Mission

Jefferson County is dedicated to promoting safety, health, and well-being for all members of our community and to ensuring the responsible stewardship of its resources.

### Values

Responsiveness | Integrity | Collaboration | Diversity & Inclusion | Accountability

### Strategic Objectives

- Create Safe, Healthy and Thriving Communities
- Enhance Inclusive Community Engagement
- Ensure Responsible Growth and Development
- Protect Natural Resources and Our Environment
- Strengthen Public Facilities and Infrastructure
- Operate as an Employer of Choice
- Provide Innovative, Equitable and Effective Services



## The Community

Situated along the Front Range of the Rocky Mountains directly west of Denver, Jefferson County offers an exceptional blend of urban accessibility, suburban charm, and outdoor recreation. Often referred to as the “Gateway to the Rockies,” the County spans more than 770 square miles, encompassing vibrant cities such as Lakewood, Arvada, Wheat Ridge, and Golden, alongside scenic mountain communities including Evergreen and Conifer.

Residents enjoy an enviable quality of life supported by over 54,000 acres of preserved open space, hundreds of miles of multi-use trails, and regional cultural landmarks such as Red Rocks Amphitheatre. Jefferson County boasts a diverse and resilient economy anchored by aerospace, renewable energy, bioscience, education, and public sector administration. Top-tier public schools, reputable higher education institutions including the Colorado School of Mines, and convenient transit connections throughout the greater Denver metropolitan area make Jefferson County a premier destination to live, work, and explore.



### Compensation

The expected hiring range is **\$270,000 - \$295,000**, depending on qualifications, accompanied by a comprehensive executive benefits package.

Benefits include medical, dental, and vision coverage; a car allowance; HSA and FSA options; life and AD&D insurance; disability insurance; retirement savings plans; executive paid time off; paid holidays; and an Employee Assistance Program (EAP). Jefferson County also provides a 401(a) retirement plan administered by the Colorado Retirement Association (CRA).

For additional information about Jefferson County’s employee benefits, visit [Employment Benefits and Total Rewards](#).

Residency within Jefferson County following employment is strongly encouraged, with relocation assistance available in connection with establishing County residency.



### How to Apply

Applications will be accepted electronically by Raftelis at [raftelis.com](https://raftelis.com). Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **November 17. Interviews will be held in January.**



### Questions

Please direct questions to Catherine Tuck Parrish at [ctuckparrish@raftelis.com](mailto:ctuckparrish@raftelis.com) and Kelsey Batt at [kbatt@raftelis.com](mailto:kbatt@raftelis.com).