



GENERAL COUNSEL/ PUBLIC INFORMATION OFFICER

Salary : Up to \$229,044.84 Annually (DOQ)

THE COURT

The Court is comprised of 30 judges and 4 commissioners, supported by a dedicated team of approximately 290 staff members. With three locations- Hall of Justice in Ventura, the Juvenile Court in Oxnard, and the East County Court in Simi Valley- the Court serves the community with a commitment to excellence across all areas of justice and public service.

GENERAL INFORMATION

Under general direction of the Court Executive Officer, this position performs a wide range of legal services of a complex nature in representing the Court and providing advice and counsel to the Court as well as acting as the Public Information Officer. This position directs the activities and functions related to the legal research unit and performs research on special projects as requested by the Presiding Judge, Assistant Presiding Judge and/or Court Executive Officer.

This position operates within the broad framework of policy and direction and exercises substantial latitude and discretion to ensure effective representation of the Court's interests in legal, legislative, and regulatory areas. This position is an "at will" position.



THE IDEAL CANDIDATE

Assumes full management responsibility for all services and activities within assigned area of responsibility; recommends and administers policies and procedures.

Considerable knowledge of:

- Principles of substantive and procedural law and their applications.
- California statutory and case law and provisions of the United States and California Constitutions.
- California Rules of Court.
- The legislative process
- Drafting statutes and local court rules governing the organization, duties, powers, procedures, management, and conduct of the work of the trial courts.
- Legal research methods
- Principles of administrative and constitutional law.
- Rules of evidence and conduct of proceedings in California trial and appellate courts.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective written materials.
- Principles and canons of legal ethics, including the Code of Professional Responsibility.
- Statutes, laws, and court policies and procedures governing the release of court information, media access to courtrooms, case confidentiality, and right to privacy restrictions.
- Methods and techniques for creating effective media and public relations material, in both digital and print formats.
- Principles and practices of information dissemination, public relations, and community outreach.

To read the full job classification, [click here](#).



Mission - Our Court is here to serve with excellence.

Vision - To maintain the public's trust and confidence by providing equal justice and the highest quality of services for all.

Values - Fairness; Access; Integrity; Respect

EXPERIENCE AND EDUCATION

Education/Experience: Juris Doctorate Degree from an American Bar Association accredited law school, active membership in the California State Bar in good standing, and a minimum of 7 years' experience in the full-time practice of law. The ideal candidate will possess knowledge and abilities consistent with the highest standards of the legal profession, including demonstrated experience managing teams of attorneys and legal staff, or, alternatively, active membership in the State Bar of California in good standing and 5 years' experience as a supervising attorney for a California Superior Court.

License: To be able to legally drive or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions including field investigations to any of the court or other offsite locations.



COMPENSATION AND BENEFITS

In addition to your wages, the Superior Court of California, Superior Court of California, County of Ventura offers you an extensive benefits package, including:

- **Relocation** - Up to \$10,000 in relocation expenses; if moving from outside Ventura County.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, or 5% for a graduate degree or higher. Proof of completion must be presented.
- **Vacation Leave** – 176 hours per year, increasing to 208 hours after 5 years of service.
- **Sick Leave** – 12 days or 96 hours of sick leave per calendar year.
- **Deferred Compensation** - Eligible to participate in the Ventura County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plan** - Benefits eligible employees are afforded flexible cash contributions towards the purchase of court-sponsored health plans.
- **Dental or Vision Plans** - Court sponsored dental, and vision plans are also available for benefits-eligible employees.
- **Flexible Spending Accounts** - Choice of participation in the Flexible Spending Accounts which increase spending power through reimbursement of pre-tax dollars for IRS approved dependent care and health care expenses.
- **Defined Benefit Plan** - Both the Ventura Superior Court and employees contribute to the defined retirement plan and to Social Security. The Court shall “pick-up” a share of the normal contribution required to be paid by a “Classic” employee member to the VCERA retirement system. If eligible, reciprocity may be established with other public retirement systems.
- **Holidays** - 14 paid days per year, plus 1 personal floating holiday.
- **Other Benefits** – Court-paid premiums for life insurance of up to \$50,000 and Long-Term Disability benefits are available for this position.

HOW TO APPLY

**First review date of Wednesday, September 2, 2026 at 5:00 P.M.
This position will close on Friday September 11, 2026 at 5:00 P.M.**

To be considered for this exceptional career opportunity, submit your application, resume and cover letter.

Please go to our website to submit your application to [Career Opportunities](#).



Located along California's stunning Pacific Coast, just 65 miles northwest of Los Angeles, Ventura County spans 1,845 square miles and is home to over 823,000 residents. With a rich history dating back more than 10,000 years, Ventura County was first inhabited by the Chumash people, skilled fishermen and maritime traders. Spanish explorers arrived in the 1500s, and by 1782, Mission San Buenaventura was established, sparking growth in the region. During the 1830s and 1840s, ranching and agriculture became central to the county's economy, laying the foundation for its future prosperity. Today, Ventura County is the 12th most populous county in California and is celebrated for its cultural diversity and strong community. Recognized as one of California's top ten agricultural regions, the county also boasts a thriving economy with leading sectors in manufacturing, technology, and services, making it a vibrant place to live and work.

CONTACT INFORMATION

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