POSITION DESCRIPTION

County Attorney

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

COUNTY ATTORNEY

General Description of Responsibilities:

Under the general direction of the Board of Supervisors and the County Administrator, provides legal advice and services to the Board of Supervisors and the County Administrator. Responsible for all County Department of Legal Services activities and functions as department head, including representing the Board of Supervisors and County Administrator in civil, governmental, and any criminal actions in both defense and plaintiff positions. Confines legal advice and services to legal aspects, as opposed to administrative advice, which is the responsibility of the County Administrator as Chief Advisor to the Board. The County Attorney serves as legal advisor; serves at the pleasure of the Board of Supervisors, and receives general supervision from the Board of Supervisors, and from the County Administrator on a day-to-day basis. Work is performed with a wide degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to extremely complex in nature.

Examples of Work:

1. Represent the County central government, its departments, and any other assigned sub-units or appointed agencies of the Board of Supervisors, such as Planning Commission and Board of Zoning Appeals. Provide these departments and agencies with legal advice and services as necessary or required. (If a conflict of interest arises, the County Attorney will withdraw in favor of the Board of Supervisors if possible.)

2. Initiate and respond to civil and criminal actions on behalf of the County, with primary emphasis on civil and constitutional law.

3. Provide legal advice on, and defend the County in, civil rights matters and issues.

4. Provide legal advice on matters of civil, constitutional, and administrative law.

5. Provide legal review and advice on matters pertaining to contracts and real estate. Oversee the review of all contracts before execution of contractual documents and agreements.

6. Manage and review all basic personnel functions of the County to ensure that local personnel policies and practices are in compliance with federal and state regulations and guidelines.

7. Defend the Board of Supervisors and County Administrator in any actions or litigation brought against them.

8. Serve as the Delinquent Tax Collector for the County, taking appropriate action as necessary to collect delinquent taxes, such as sending out notices and initiating litigation, making court appearances on behalf of the County, etc.

9. Draft ordinances and other documents, as necessary or requested, in a timely manner.

10. Work closely with the County Administrator providing legal advice in short and long range planning in order to help determine desirable alternative courses of action to provide more efficient and effective services to the Board of Supervisors and the public.

11. Develop and maintain a positive and effective liaison with other governmental officials and the public pertaining to legal matters.

12. Ensure, through legal counseling, that various legal requirements and statutory deadlines are met to avoid potential litigation, compliance with contractual obligations, avoidance of civil rights claims awards, and compliance with various legal funding requirements.

13. Attend all meetings of the Board of Supervisors, staff meetings of the County Administrator, and other meetings as required.

14. Perform other related duties as required.

Job Titles of Employees Directly Supervised:

Legal Assistant

Qualifications:

Education and Experience:

Juris Doctorate degree, with admission to the Virginia State Bar. Appropriate legal authorization to practice law before the Virginia State Supreme Court, and in Federal District and Appeals courts. Prefer undergraduate degree in business administration, personnel, or related field. Administrative, advisory, and governmental or business experience; demonstrated knowledge of proficient legal practices and the Code of Virginia as pertaining to County government in Virginia. Ability to plan, organize and present legal positions in a timely manner. Requires exceptionally good and mature judgment, and common sense.

Knowledge, Skills, and Abilities:

Professional knowledge of civil, criminal, constitutional, administrative, contractual, real estate, tax, and civil rights laws. Agreement to reside within the County, or within one hour's drive of the County seat at the option of the Board of Supervisors. Considerable knowledge of modern legal practices relating to governmental law and its application to County governments in Virginia; and extensive knowledge of the philosophy and principles of courtroom protocol, conduct, and techniques. Exceptional oral and written communications skills; providing brief, concise, and definitive legal opinions in a timely manner. Confidentiality; good and mature judgment. Knowledge and ability in the principles of psychology and sociology to facilitate the effective outcome of the purpose of legal counsel in a public environment, providing a positive image of the County government. Ability to independently conduct legal research, formulate effective legal strategies, respond to and follow up on requests from the Board of Supervisors and County Administrator in a prompt and timely manner. Outstanding ability to maintain a harmonious working relationship with the Board of Supervisors, County Administrator, other employees, and the public. Agreement to work exclusively for the County, with no formal private practice.

Position Description First Approved and Adopted: February, 1996
Latest Revision:

Position Class: Officer

Status: Permanent/full-time

FLSA Status: Exempt

Initial Starting Salary Range:
Board of Supervisors Discretion