WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Assistant County Attorney, Part-time
Department: Office of County Attorney
Supervised by: County Attorney
Revised Date: July 1, 2011

Title: Assistant County Attorney, Part-time

Department/Division: Office of County Attorney

Nature of Work:

- Under direction of the County Attorney, provides legal advice to and representation of Board of Supervisors and County Administrative Offices. In addition, may provide legal assistance to Constitutional Officers and other agencies of County government.

Primary Duties:

- Provide accurate, timely, and responsive legal services in response to County Attorney assignments.
- Restrict services to legal aspects of governmental operations as opposed to administrative and political aspects of operations, which are managed by the County Administrator and Board of Supervisors, respectively.
- Identify and define legal issues involved in operations of County government.
- Research and analyze legal issues.
- Communicate orally and in writing the results of legal research and analysis.
- Appear in court in civil matters in capacity as plaintiff or defendant and in criminal proceedings for purposes of prosecution of County ordinances.
- Draft legal documents including, without limitation, contracts, resolutions, ordinances, and legal pleadings.
- Represent the Board of Supervisors and County government in administrative and legislative proceedings.
- Assist all departments of County government with matters of legal compliance, negotiations, and drafting of legal instruments.
- Assignments will range from routine to complex in nature.

Skills Needed:

- Excellent legal research and writing skills as well as ability to communicate complex concepts clearly to the general public.
- Demonstrated ability to maintain confidentiality, to work courteously and effectively with staff and public.
- Demonstrated ability to gather, analyze, interpret, and report legal research findings; to prioritize; to organize; and to perform work independently.
- Proficiency with electronic legal research databases and word processing software.
- Preference for attorney with skills related to real estate transactions and economic development.
- Public speaking in variety of settings.

Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- The attorney will be required to devote approximately 24 hours weekly to performance of duties, with ability to adjust hourly requirements on an as-needed (for both the needs of the County and needs of the Assistant County Attorney) basis upon consultation and approval of County Attorney.

Physical Requirements:

- **Reliable On-The-Job Attendance:** Must be present in the County office during routine business hours on a regular basis for approximately 24 hours weekly.
- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to converse by telephone, in-person, and in public-speaking settings; and to communicate effectively with County officials, general public, and other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; and other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 10 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting, Walking and Running:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running: not considered essential to job function.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files and computer keyboard.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Part-Time/Non-Exempt

Compensation: Depends on Qualifications and Experience.

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of positions of employment. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.