WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: County Attorney **Department:** Office of County Attorney **Supervised by:** Board Of Supervisors **Revised Date:** July 1, 2011

Title: County Attorney

Department/Division: Office of County Attorney/County Administration

Nature of Work:

- Provides legal advice and services to the Board of Supervisors and the County Administrator; supervises work of retained legal counsel and of staff attorney(s), if any; and supervises work of Legal Assistant. Responsible for all County Attorney Office activities and functions, including representing the Board of Supervisors and County Administrator in civil, governmental and any criminal actions in both defense and plaintiff positions, in litigation and advisory capacity. Confines legal advice and services to legal aspects, as opposed to administrative advice, which is the responsibility of the County Administrator. The County Attorney serves as legal advisor; serves at the pleasure of the Board of Supervisors, and acts at direction of the Board of Supervisors, and the County Administrator on a day-to-day basis.

Essential Duties:

- County Government Representative: 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. (If a conflict of interest arises, the County Attorney will withdraw in favor of the Board of Supervisors). As work load allows and upon request, provides legal counsel and/or litigation representation to the constitutional officers when such activity does not conflict with the interests of the Board of Supervisors or County Administrative offices.
- Civil & Criminal Actions: Initiate and respond to civil and criminal actions on behalf of the County, with primary emphasis on civil and constitutional law.
- Legal Advice: Provide legal advice on matters of civil, criminal, constitutional and administrative law. Work closely with the County Administrator to provide 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.

- Legal Review: Provide legal review and advice on matters pertaining to state and local legislation, contract preparation and review, real estate transactions, economic development activities, and other matters as necessitated by County activities. Oversee the review of all contracts before execution of contractual documents and agreements.
- Personnel Policies & Practices: 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.
- Litigation: Defend the Board of Supervisors and County Administrator in any actions or litigation brought against them and prepare and file lawsuits as necessary to enforce local regulations or otherwise to represent the interests of the County.
- Delinquent Tax Collector: Coordinate services with the County Treasurer for collection of delinquent taxes by retained legal counsel and/or, 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.
- Ordinances & Documents: Research and draft ordinances and other legal documents, as necessary or requested, in a timely manner.
- County Liaison: Develop and maintain a positive and effective liaison with other governmental officials and the public pertaining to legal matters.
- Legal Counseling: Ensure, through legal counseling, that statutory requirements and contractual deadlines are met to avoid litigation, comply with contractual obligations, avoid claims against the County, and to comply with various funding requirements.
- Board & Staff Meetings: Attend all meetings of the Board of Supervisors, staff meetings of the County Administrator, and other meetings as required.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the County Attorney's Office.
- Perform other Duties as Directed by the Board of Supervisors or County Administrator.

Skills and Knowledge Needed:

- Professional knowledge of civil, criminal, constitutional, administrative, contractual, real estate, tax and civil rights laws.
- 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 reside within the County, or within one hour's drive of the County seat at the option of the Board of Supervisors.
- Agreement to work exclusively for the County, with no formal private practice.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Juris Doctorate degree, with admission to the Virginia State Bar. Appropriate legal authorization to practice law in the Virginia State Court system and the capacity to obtain certification to appear in Federal District and Appeals courts, if necessary. Administrative, advisory and governmental or business legal practice 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.
- Significant public contact is required and the position requires independent decision-making and action.

Job Location and Conditions:

- Work is performed 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.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **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 answer the telephone, communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Technology:** Must have ability to use current electronic technology for legal research, document preparation, and communications purposes.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or 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 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** 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.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Appointed/ Full Time/Exempt

Salary: Board of Supervisors Discretion

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 Administrative Division positions. 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.