



COUNTY ATTORNEY

Goochland County, Virginia is seeking qualified candidates for the position of County Attorney. This position reports directly to the Board of Supervisors and shall represent the County in all legal matters involving the County. The County Attorney shall represent and advise the Board of Supervisors, the County Administrator and all boards, departments, agencies, officials and employees of the County. The position shall also be responsible for drafting or preparing all ordinances, resolutions, and other legal documents, defending or initiating court actions in which the County, County officials, officers, or employees are a party. The County Attorney may also prosecute violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code, the County's Zoning Ordinance and all such other criminal ordinances as may be agreed upon with the attorney for the Commonwealth.

Essential Functions: Supervises the legal affairs of the County and serves as legal counsel for the Board of Supervisors, County Administrator, Planning Commission, and all other County Boards, Commissions, Agencies, and departments, Constitutional Officers as requested, and County employees. Drafts all ordinances, resolutions, contracts, deeds, and other legal instruments and documents for the County. Meets regularly with the County Administrator and other Senior County staff to provide legal advice and consultation. Attends meetings of the Board of Supervisors, Planning Commission, and other County Boards, Commissions, and agencies, and renders legal advice and assistance when necessary. Represents the County in legal matters, brings suits necessary to be instituted by the County and defends the County in suits brought against it, and handles appellate litigation. Prepares departmental budget and oversees expenditures. Plans, directs, and supervises all activities of the Office of the County Attorney. Assists with preparation of the County's legislative requests for General Assembly consideration and position statements in opposition to legislation that might negatively impact the county. Plans and conducts periodic training sessions for County personnel on current legal issues of concern.

Knowledge, Skills, and Abilities: Comprehensive knowledge of local government law, including zoning, land use, employment, torts, contracts, civil rights, administrative process, and real property. Comprehensive knowledge of local, State, and Federal laws and court decisions affecting local governments. Comprehensive knowledge of the principles, methods, materials, practices, and references utilized in legal research. Comprehensive knowledge of standard office procedures, practices, and equipment. Ability to present complex ideas effectively orally and in writing to professional and lay persons. Ability to establish and maintain effective working relationships with County officials, court officials, members of the bar, and public. Ability to handle complex trial and appellate litigation. Ability to plan and supervise the work of private Attorneys hired to represent the County in litigation.

Education/Training: Graduation from an accredited law school of recognized standing and a minimum of 10 years of experience as a practicing attorney in the area of local government law in Virginia. Must be licensed to practice law in the Commonwealth of Virginia.

The hiring salary range is \$125,000 - \$165,000, depending on qualifications. An online Goochland County Employment Application is required for consideration of this position and is available at www.goochlandva.us/231/Employment-Opportunities. The position will be open until filled. A pre-employment drug screen and background investigation will be required. Goochland County is an Equal Opportunity Employer.

