

WARREN COUNTY GOVERNMENT

ASSISTANT COUNTY ATTORNEY (Full-Time)

Warren County is seeking qualified applicants for a vacancy on our legal team.

Selected candidate will assist the County Attorney generally in providing complex legal counsel, advice, and guidance to Board of Supervisors, the County Administrator, Staff Departments, a variety of County Boards and Commissions and some Constitutional Offices. Duties at this level are general and varied and may include legal research and opinion writing on a wide range of local government law topics; drafting ordinances and resolutions; drafting and reviewing contracts; drafting deeds and leases and other documents related to real estate transactions; and handling various court and administrative proceedings. Areas of practice may include land use/zoning, taxation, public procurement, real estate acquisition and disposition, building code enforcement, personnel issues, election laws, and law enforcement. The selected candidate will also assist in all phases of legal work on more complex issues.

The successful candidate will also become the primary position responsible for the representation or eventual representation of the Warren County Department of Social Services (“DSS”) in all litigation before the Warren County Juvenile and Domestic Relations District Court and appellate courts. Prior experience with DSS is preferred, but not required. Eventual representation means that if necessary, the successful candidate will be trained and supervised by current DSS counsel and the County Attorney, and gradually take over full responsibility consistent with the ethical requirements of competent representation. We estimate that this process will take approximately one year, with increasing responsibility being delegated as the candidate becomes more comfortable with the representation. The DSS litigation includes protective orders, relief of custody, abuse and/or neglect, emergency removal, preliminary removal, foster care plans, child in need of services, and petitions seeking termination of parental rights. The scope of the work also includes administrative appeals of abuse/neglect findings as well as assisting in Freedom of Information Act requests.

Successful candidate must possess a JD from an accredited law school, a license to practice law in the Commonwealth of Virginia and be in good standing with the Virginia State Bar. **One-year professional legal experience representing public/municipal clients is preferred.** Knowledge of statutes, ordinances, and court decisions relating to local government entities required. Salary range \$60,215.08 - \$71,576.82, depending on experience and other qualifications. Excellent benefits.

To apply, please submit a Warren County employment application which may be downloaded from our website at www.warrencountyva.net, a resume, transcript and a writing sample to the County Attorney, 220 N. Commerce Avenue, Suite 100, Front Royal, Virginia 22630. Applications will be accepted until the position is filled; however, to ensure immediate consideration, submit County application by November 9, 2018. **EOE**