

CULPEPER COUNTY GOVERNMENT
ASSISTANT COUNTY ATTORNEY (Full-Time)

Culpeper County is seeking qualified applicants to fill the position of Assistant County Attorney.

The successful candidate will assist the County Attorney in providing complex legal counsel and advice to the Board of Supervisors, County Administrator, County departments, and various County committees, commissions, and authorities. Duties at this level are varied, touch upon all phases of legal work, and may include trial practice, transactional work, opinion writing, and legal research on a wide range of local government law topics, including but not limited to defending the County in state and federal courts; drafting ordinances and resolutions; drafting and reviewing contracts; drafting deeds and leases and other documents related to real estate transactions; responding to requests under the Virginia Freedom of Information Act, and handling various administrative matters and proceedings. Areas of practice may include employment law, public procurement, real estate acquisition and disposition, local taxation, land use, zoning enforcement, building code enforcement, election law, access to and confidentiality as to records, economic development issues, etc.

The successful candidate will also become the primary position responsible for the representation or eventual representation of the local Department of Social Services (“DSS”) in all litigation before the Culpeper County Juvenile and Domestic Relations District Court. 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 may also include administrative appeals of abuse/neglect findings.

The successful candidate must possess a Juris Doctorate 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. Being licensed to practice law in the Commonwealth of Virginia and having actively practiced law for at least five (5) years is required. At least three (3) years professional legal experience representing municipal clients is required. Prior experience in representing DSS is required. Additional experience serving as a guardian ad litem is preferred.

Salary will be commensurate with experience. The County has a robust benefits package.

To apply, YOU MUST submit a Culpeper County employment application at:
<https://www.governmentjobs.com/careers/culpeper>

Please also submit a resume, undergraduate and law school transcripts, previous performance evaluations, and two writing samples*

*(one writing sample should be representative of a complex litigation filing and the other writing sample should be representative of the typical legal opinion and guidance you might issue to a department employee on any topic of local government law)

by mail to: Office of the County Attorney, 306 N. Main Street, 2nd Floor, Culpeper, Virginia 22701, or via email to: legalsupport@culpepercounty.gov.

Applications will be accepted until the position is filled; however, to ensure immediate consideration, please submit the County’s application and the additional materials via mail with postmark no later than May 20, 2019, or via email no later than May 20, 2019 at 11:59 p.m.