



TOWN OF LEESBURG GOVERNMENT DEPUTY TOWN ATTORNEY (Full-Time)

The Town of Leesburg is seeking qualified applicants to fill the position of Deputy Town Attorney.

The successful candidate will assist the Town Attorney in providing legal counsel and advice to the Mayor and Town Council, Town departments, and Town committees and commissions. Duties touch upon all phases of local government legal work including land use, opinion writing, legal research, drafting ordinances and resolutions; drafting and reviewing contracts; drafting deeds and leases and other documents related to real estate transactions, employment law, responding to requests under the Virginia Freedom of Information Act, public procurement, local taxation and zoning enforcement which may include occasional trial practice predominately in the local general district court.

The successful candidate will also become the primary attorney responsible for the representation of the Leesburg Planning Commission and the Leesburg Board of Architectural Review (BAR) and is expected to attend all evening meetings of the Leesburg Planning Commission and meetings of the BAR (which are on an as-needed basis).

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. Professional legal experience representing local government clients and/or land use experience is preferred.

The salary range for this position will be \$86,040-\$147,299 and commensurate with experience. The Town of Leesburg has a robust benefits package.

To apply, **YOU MUST** submit a Town of Leesburg employment application at: www.leesburgva.gov/jobs. EOE/ADA.

Please also submit a resume and two legal writing samples* by mail to: Town of Leesburg, Town Attorney's Office, 25 West Market St., Leesburg, VA 20176, or via email to csmith@leesburgva.gov. *(both writing samples should be those actually delivered to clients or filed with the courts.)

Applications will be accepted until the position is filled; however, to ensure immediate consideration, please submit the Town's application and the additional materials via electronic or regular mail with postmark no later than June 28, 2019 at 11:59 p.m.