

COUNTY OF WARREN, VIRGINIA
COUNTY ATTORNEY

Warren County (est. pop. 40,003), covering 219 sq. miles located in the northern Shenandoah Valley, is seeking highly motivated and skilled candidates with extensive experience to fill the position of **County Attorney**. Warren County is known for its prime location; scenic beauty; tourist attractions such as the Skyline Drive, Skyline Caverns, and the Shenandoah River; proximity to numerous colleges and universities; strong school system; and its diverse economy and workforce.

Appointed by and under the general direction of the Board of Supervisors, this full-time position performs complex professional and administrative work in overseeing the legal affairs of the County. Responsibilities include providing legal advice and representation to the Board of Supervisors, County Constitutional Officers, County Administrator, County Department Heads, the Economic Development Authority, the Board of Social Services, and County commissions and boards; researching law for pending issues and to keep the County updated with new legislation or legislative changes; representation in Court and administrative hearings with such representation to include review and preparation of relative documentation; drafting or supervision of drafting of contracts, deeds, leases, releases, and other legal documents; researching of land and title records and conducting real estate closings and preparation of relative real estate documents; responding to Freedom of Information Act requests and media representative questions. This position also provides direct oversight to one full-time Assistant County Attorney who is the primary position responsible for representation of the Department of Social Services in all litigation before the Juvenile and Domestic Relations District Court and applicable appellate courts.

Successful candidate must possess ability to establish and maintain productive and harmonious relationships with County officials, associates, and citizens; comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative process, and real property; comprehensive knowledge of local, state, and federal laws and court decisions affecting municipalities; thorough knowledge of standard office procedures; ability to present complex ideas effectively orally and in writing. Must be a graduate of an accredited law school and a member of the Virginia State Bar. Prefer at least five (5) years of experience in practice of law, particularly in local government work and civil litigation.

Salary DOQ with an excellent benefits package. Position open until filled. For employment application, including job description, contact Warren County Administrator's Office, 220 North Commerce Avenue, Suite 100, Front Royal, VA, or by calling (540) 636-4600, or by visiting our website at www.warrencountyva.net. EOE.