



**King George County
County Attorney Vacancy
Salary Range: \$115,000 - \$140,000
Open until Filled**

King George County seeks to hire a full-time attorney with local government and litigation experience, a strong academic background, excellent research and writing skills, and general legal matters. Essential duties include serving as General Counsel to the County, its Board of Supervisors, and Departments, legal advice regarding such matters as employment, contracts, purchasing, compliance, etc., contract drafting, review, negotiation and approval, State and County Code compliance, , legislation and ordinances and drafting. The county attorney attends public board meetings and acts as counsel and parliamentarian, prepares legislation, and provides guidance concerning the Subdivision and Zoning ordinances. The county attorney handles Zoning, Building and County Code compliance cases before the various boards of appeals and courts, hires and manages outside counsel and risk management for litigation not handled by the county attorney, bonds, advises and responds to grievances and/or EEOC complaints, voter and election law advice to the County Registrar, tax advice, and handles court cases for the Commissioner of Revenue and Treasurer, budget and general legal advice to the County Administrator, general legal advice and compliance for all King George County Departments and the Library, review and respond to VFOIA requests.

Minimum qualifications include: Graduation from an accredited law school with a Juris Doctor in law; and ten (10) years of experience as a practicing attorney, preferably with at least five years in local government practice. Considerable knowledge of Virginia Law, local government law, Virginia state statutes relating to municipal affairs; considerable knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, and environmental law; working knowledge of modern policies and practices of municipal law and public administration; skill in preparing briefs and other legal documents; skill in operating the listed tools and equipment; ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, County officials, the court system, and the general public; ability to efficiently and effectively administer a municipal legal department; ability to effectively litigate cases in court and before various administrative boards.

SPECIAL REQUIREMENTS

A license to practice law in the state, member in good standing of the state Virginia Bar Association and valid Virginia State driver's license.

SALARY Range: \$115,000 - \$140,000. Salary will commensurate with experience and qualifications. Position open until filled. **To apply, go to <https://va-kinggeorgecounty.civicplushrms.com/careers/>.** EOE.