



## COUNTY OF ACCOMACK HUMAN RESOURCES

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### **Accomack County is currently seeking a highly- qualified individual to fill the role of County Attorney**

Under the general direction of the Board of Supervisors, and in partnership with the County Administrator, the County Attorney provides legal advice and services to the Board of Supervisors and the County Administrator. The County Attorney serves as legal advisor; serves at the pleasure of the Board of Supervisors, and operates with minimal supervision from the Board of Supervisors, on a day-to-day basis. Issues encountered can range from routine to extremely complex in nature and requires well-rounded legal background and excellent research skills. The County Attorney supervises one full time legal assistant and reports to nine (9) members of the Board of Supervisors.

Located on the northernmost portion of Virginia's scenic Eastern Shore, Accomack County has a total area of 1,310 square miles, of which 455 square miles is land and 855 square miles is water. It has miles of shoreline on both the Chesapeake Bay on the west and the Atlantic Ocean on the east, constituting one of the largest unspoiled wetlands habitats in the world. Recreational opportunities attract anglers, boaters, and beach-lovers to Accomack County and its pristine barrier islands. Accomack also serves as home to the Wallops Flight Facility, operated by the National Aeronautics & Space Administration (NASA).

### **Essential Tasks/Scope of Work:**

- Represent the County central government, its departments, and any other assigned sub-units or appointed agencies of the Board of Supervisors, such as but not limited to Planning Commission and Board of Zoning Appeals. Provide these departments and agencies with legal advice and services as necessary or required.
- Initiate and respond to civil actions on behalf of the County
- Provide legal advice on matters of civil, constitutional, and administrative law
- Provide legal review and advice on matters pertaining to contracts, real estate and land use
- Review contracts and agreements before execution
- Draft ordinances and other documents, as necessary or requested, in a timely manner. Review current ordinances on a regular basis and make recommendations for revisions
- Develop and maintain a positive and effective liaison with other governmental officials and the public pertaining to legal matters
- Ensure, that various legal requirements and statutory deadlines are met to avoid potential litigation, compliance with contractual obligations, avoidance of civil rights claims, and compliance with various legal funding requirements
- Provides required FOIA and Conflict of Interest training to Board of Supervisors
- Attend all meetings of the Board of Supervisors, and other meetings as required

*The County of Accomack is committed to a diverse and inclusive workforce*

- Perform other related duties as required

**Minimum Qualifications:** Juris Doctorate degree, with admission to the Virginia State Bar and demonstrated knowledge of best legal practices and the Code of Virginia. Five to seven years of prior experience with public government in Virginia. *Preferred Qualifications:* Prior experience as a County Attorney in Virginia, legislative monitoring experience and familiarity with Board Docs software.

**Knowledge, Skills, and Abilities:**

Professional knowledge of civil, constitutional, administrative, contractual, real estate, tax, and employment laws.

Considerable knowledge of modern legal practices relating to governmental law and its application to County governments in Virginia.

Familiarity with the Chesapeake Bay Preservation Act

Extensive knowledge of the philosophy and principles of courtroom protocol, conduct, and techniques. Exceptional oral and written communications skills; providing brief, concise, and definitive legal opinions in a timely manner.

Demonstrated ability to maintain Confidentiality.

Strong negotiating skills and ability to facilitate resolution in a public environment, providing a positive image of the County government.

Ability to independently conduct legal research, formulate effective legal strategies, respond to and follow up on requests from the Board of Supervisors and County Administrator in a prompt and timely manner.

Outstanding ability to maintain a harmonious working relationship with the Board of Supervisors, County Administrator, other employees, and the public.

Salary is based on experience. Benefits include health and dental insurance, participation in the Virginia Retirement System and other benefits as specified in employment agreement.

Additional information about the County and governance structure can be found on the County's [web](#) site.

To apply, please send resume and cover letter to the confidential email [AskHR@co.accomack.va.us](mailto:AskHR@co.accomack.va.us) **Review of applications will begin Monday June 1, 2020.** For questions, or to request accommodation, please contact: Kathy Carmody, CHRO, 757-789-3115 or [AskHR@co.accomack.va.us](mailto:AskHR@co.accomack.va.us)

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