

FULL TIME - COUNTY ATTORNEY - SMYTH COUNTY, VIRGINIA



County Attorney

Under the general direction of the Board of Supervisors and the County Administrator, the County Attorney provides legal advice and services to the Board of Supervisors, County Administration and its agencies, including the Department of Social Services. Responsible for all County legal services in civil and governmental actions. The County Attorney serves at the pleasure of the Board of Supervisors, and receives general supervision from the Board, and from the County Administrator on a day-to-day basis.

Examples 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 the Economic Development Authority, the Planning Commission, the Board of Zoning Appeals, and the Department of Social Services.
- Provide legal advice on matters of civil, constitutional, and administrative law.
- Provides a full range of legal services including advice on state and federal regulations, Freedom of Information Act (FOIA) and review of legislation.
- Represents and litigates on behalf of the County and the local Department of Social Services before state, and federal appellate courts, government agencies and administrative tribunals as required.
- Initiate and respond to civil actions and complaints on behalf of the County.
- Ensure through legal counseling, that various legal requirements and statutory deadlines are met to avoid potential litigation, compliance with contractual obligations, avoidance of civil rights claims awards, and compliance with various legal funding requirements.
- Provide legal review and advice on matters pertaining to contracts and real estate. Oversee the review of all contracts before execution of contractual documents and agreements.
- Manage and review all basic personnel functions of the County to ensure that local personnel policies and practices are in compliance with federal and state regulations and guidelines.
- Conducts legal research and gathers evidence to form a defense or initiate legal action.
- Evaluates findings and develops strategies and arguments for presentation of cases.
- Draft ordinances and other documents, as necessary or requested, in a timely manner.
- Assists in the delinquent tax collection for the County, taking appropriate action as necessary to collect delinquent taxes, and issuing liens for delinquent debt.
- Writes and files briefs and memoranda of law, prepares and files pleadings, initiates and responds to discovery petitions. Prepares and files appeals.
- Develop and maintain a positive and effective liaison with other governmental officials and the public pertaining to legal matters.
- Attend all meetings of the Board of Supervisors, and other meetings as required.
- Provide FOIA and COI training to all Board Members
- Perform other related duties as required.

Qualifications:**Education and Experience:**

Juris Doctorate degree, with admission to the Virginia State Bar. Appropriate legal authorization to practice law before the Virginia State Supreme Court, and in Federal, District, and Appeals courts. Prefer experience related to public entities including Social Services. Administrative, advisory, and governmental or business experience; demonstrated knowledge of proficient legal practices and the Code of Virginia as pertaining to County government in Virginia. Ability to plan, organize and present legal positions in a timely manner.

Knowledge, Skills, and Abilities:

Professional knowledge of civil, constitutional, administrative, contractual, real estate, tax, and civil rights laws. Considerable knowledge of modern legal practices relating to governmental law and its application to County governments in Virginia; and extensive knowledge of the philosophy and principles of courtroom protocol, conduct, and techniques. Knowledge of social service-related laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules. Exceptional oral and written communications skills; providing brief, concise, and definitive legal opinions in a timely manner. Confidentiality; good and mature judgment. Knowledge and ability to facilitate the effective outcome of the purpose of legal counsel 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 Administration 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. Agreement to work exclusively for the County, with no formal private practice. Agreement to reside in Smyth County within six months of successfully obtaining position. A valid Virginia driver's license required.

Starting Salary Range: DOE with Full County Benefits

Applications available online at www.smythcounty.org under the Human Resource link.

Apply by submitting resume and County application to:

Smyth County Administrator's Office
Human Resource Manager
121 Bagley Circle, Suite 100
Marion, VA 24354

Deadline for submission: October 15, 2021