



CITY OF HOPEWELL
invites applications for the position of:

City Attorney

SALARY:	See Position Description
DEPARTMENT:	City Attorney's Office
JOB TYPE:	Appointed
OPENING DATE:	10/08/21
CLOSING DATE:	10/29/21 11:59 PM
DESCRIPTION:	

SALARY COMMENSURATE WITH OVERALL QUALIFICATIONS AND EXPERIENCE

REQUIRED ATTACHMENTS: RESUME AND A MINIMUM OF THREE (3) PROFESSIONAL REFERENCES

Under the appointment of City Council, the City Attorney performs work of considerable difficulty in protecting the legal interests of the City, and serves as the chief legal advisor to Council and City Manager. As designated by Council, the City Attorney also serves as the chief legal advisor to other departments, boards, commissions and agencies of the City in all matters affecting the interests of the City.

EXAMPLES OF DUTIES:

- Provides oral and written legal opinions and advice on complex matters to City Council, City administration, and City departments on a daily basis.
- Attends a variety of meetings – City Council, Boards, Commissions, Committees, Authorities, etc.
- Represents the City in complex legal matters. Prepares and tries cases, including appeals to state and federal courts; processes and litigates claims against the City; prosecutes suits, actions and proceedings for and on behalf of the City.
- Prepares, reviews and/or approves various complex legal documents on behalf of the City – contracts, ordinances, resolutions, bonds, bids, deeds, leases, policies, etc. Provides explanations and answers when necessary.
- Researches, interprets and applies laws, court decisions, and other legal authority in the preparation of opinions, advice and briefs.
- Advises on the purchase, sale, exchange and/or leasing of properties.
- Reviews procurement matters to ensure compliance.
- Prepares and reviews legislation for General Assembly sessions. Presents to the General Assembly as necessary.
- Supervises and reviews codifications of City Code.
- Manages, supervises and reviews the work of support staff, as well as managing the department budget, support contracts, etc.
- Membership and active engagement in local government organizations and attendance of continuing education seminars specializing in local government.

TYPICAL QUALIFICATIONS:

Minimum Education and Experience:

- Juris Doctor from an accredited law school and at least five (5) years of progressive experience practicing law, preferably municipal law; or an equivalent combination of training and experience
- Managerial experience preferred

Licenses and/or Certifications:

- Current licensure by the Virginia State Bar, qualified to practice in federal and state courts, and the ability to maintain membership as a condition of continued employment

Knowledge, Skills and Abilities:

- Comprehensive knowledge of local government, including Roberts Rules of Order, state and federal law
- Thorough comprehension of judicial procedures, rules of evidence and methods of legal research
- Comprehensive skill in formulating legal opinions, conducting complex litigations and professional judgement
- Strong written and oral communication skills, analytical, research and problem-solving skills
- Strong supervisory, organization and time-management skills
- Ability to read, analyze, interpret and apply the most complex legal principles, precedents and documents
- Ability to present or respond orally or in writing effectively, persuasively and/or appropriately to highly complex, controversial and/or sensitive matters
- Ability to render immediate legal advice when necessary
- Ability to deal with competing priorities, varied instructions, and abstract/concrete variables
- Ability to establish and maintain effective working relationships with all public officials, staff and the general public

SUPPLEMENTAL INFORMATION:

Work Environment:

- Work is primarily performed in an indoor, climate-controlled, pleasant environment with moderate noise level.

Essential Physical Activities:

- Hearing, seeing up close, talking, standing, sitting, reaching, finger movement
- Lift and carry up to ten (10) pounds regularly

APPLICATIONS MAY BE COMPLETED ONLINE AT:
<https://hopewellva.gov/employment-opportunities/>
The City of Hopewell is an EEO and V3 certified employer.

Position #CA102921
CITY ATTORNEY

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

humanresources@hopewellva.gov
