



## Albemarle County Local Government

### [Assistant County Attorney](#)

#### ***Albemarle County Attorney's Office***

Full-Time, 12 months

Non-Exempt, Pay Grade 22

VRS-Eligible, Benefits-Eligible

Serves as **Assistant to the County Attorney** in providing general legal services for the County, the Board of Supervisors, and all other boards, commissions, and the County's departments and agencies; does related work as required. Work is performed under general supervision of the County Attorney with direct responsiveness to other County officials when assigned. Limited supervision is exercised over clerical staff within the office of the County Attorney.

#### **The Department – County Attorney's Office**

The mission of the County Attorney's Office is to deliver quality legal services and ethical counsel to the Albemarle County Government.

The County Attorney's Office provides legal counsel and advice in all civil matters to the Board of Supervisors, and all other boards, commissions, and committees appointed by the Board of Supervisors, as well as County departments and officials, and other public bodies including the Economic Development Authority and the Emergency Communications Center. The Office provides services in areas such as land use and zoning, taxation and finance, law enforcement, social services, contracts, real estate, employment, legislation, and litigation. The Office drafts ordinances, resolutions, and agreements, prepares legislative proposals, represents the County, the Board of Supervisors, and County officers in litigation, and enforces compliance with the Water Protection Ordinance, the Zoning Ordinance, and other County regulations.

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