



Fluvanna County, Virginia  
Department of Finance  
Job Description

**COUNTY ATTORNEY - XXXX**

<b>Job Class #:</b>	XXXX
<b>Pay Grade:</b>	33
<b>Category:</b>	Full-Time(with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Board of Supervisors

**SUMMARY**

The Fluvanna County Attorney serves as the Chief Legal Officer and Counsel to the County of Fluvanna as provided in Virginia Code Sec. 15.2-1542. The Fluvanna County Attorney reports directly to and is responsible to, the Fluvanna County Board of Supervisors. The County Attorney serves at the pleasure of the Board of Supervisors and receives general supervision from the Board, and day-to-day guidance and direction from the County Administrator.

The Fluvanna County Attorney represents the County by providing timely legal services and advice to the Board of Supervisors, County Administrator, Constitutional Officers, Agency Heads, and Department Heads. The Fluvanna County Attorney also provides legal advice and consultation to all of the various boards, authorities, commissions, and other entities in and for Fluvanna County as needed; except that the County Attorney does not represent the School Board or the Economic Development Authority. The Fluvanna County Attorney performs complex legal work including the management and trial of complex civil litigation, works with insurance counsel and other outside counsel, including bond counsel, and reviews and prepares legal documents including, but not limited to, ordinances, legal opinions, and contracts. The Fluvanna County Attorney is the primary risk management officer for the County and works daily with leadership, staff, and citizens to resolve problems; provided that the County Attorney does not provide legal services to individual citizens.

**ESSENTIAL FUNCTIONS**

This information is of a general nature and is not intended to be a comprehensive description of every duty.

- Advises the Planning/Zoning Department on land use and zoning issues including review and comment on plans and plans as needed.
- Provides for drafting and applying the County Code, including the Zoning Ordinance and the Subdivision Ordinance, and enforcement of the Uniform Statewide Building Code.
- Studies court decisions, and recommends changes in the wording of policies to conform to the law or to defend the County from unwarranted claims.
- Advises the County Administrator and Director of Human Resources regarding employment matters and claims.
- Negotiates, drafts, and reviews legal documents including without limitation contracts, purchasing agreements, easements, and other real estate matters.
- Assists the County in acquisitions of real property including easements relating to public projects.
- Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations, and other legal matters.
- Represents the County in civil matters before all courts and other tribunals, including condemnation of

real estate, as necessary.

- Examines instruments and opinions prepared by other attorneys and advises public officials concerning real estate titles.
- Works closely with the County Administrator, providing legal advice in short- and long-range planning in order to help determine desirable alternative courses of action to provide more efficient and effective services to the Board of Supervisors and the public.
- Advises the Board of Supervisors and other County boards, commissions, and other entities, Constitutional Officers, Department Heads, and Agency Heads on all matters of local government, including the Virginia Freedom of Information Act.
- Assists and advises the Freedom of Information Act (FOIA) Officer in responding to FOIA requests as needed.
- Extensive meeting attendance and work after hours as directed by the Board of Supervisors is mandatory. Attends meetings of the Board of Supervisors and Planning Commission, and other meetings as required.
- Such other duties as assigned by the Board of Supervisors.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Highly ethical leader and manager who will partner with the Board as a trusted advisor to provide legal analysis and advice that appropriately assesses risk and available options while supporting the Board in meeting their priorities as they relate to county programs and services.
- Manage County Attorney staff to establish and maintain effective working relationships with public officials, County staff, and the general public is essential.
- Clear communicator, with excellent oral and written communication skills, keeps the Board fully informed and supports transparency, as appropriate.
- Excellent organizational and recordkeeping abilities.
- Strong business acumen and legal experience in business law, Virginia real estate, zoning and subdivision law, employment law, government law, insurance and civil litigation, procurement, law, and the Virginia Freedom of Information Act.
- Experience as Chief Legal Officer in a corporate or governmental agency is highly desired.
- Ability to research and interpret local, state, and federal laws, Court decisions, and to provide legal analysis for complex legal problems, while exercising sound professional judgment.
- Work with major retail businesses and industries in some substantial capacity is preferred.
- Ability to work independently.
- Keen critical thinking and problem-solving abilities.
- Ability to effectively manage time and priorities while working on numerous projects simultaneously while being mindful of scheduling and deadlines.
- Knowledge of the proceeding, practices, policies, rules, and regulations of the practice of civil and criminal law and trial preparation in Virginia and Federal Courts; with a preference for a local experience.
- Knowledge of Fluvanna County and the Fluvanna County Code, the laws of the Commonwealth of, Virginia, and Federal Law applicable to localities.
- Ability to exercise tact, courtesy, discretion, and firmness as needed and appropriate for the circumstance.

#### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

The position requires a Juris Doctor from an accredited school of law and no less than five (5) years of experience. Must be a licensed active member in good standing of the Virginia State Bar and admitted to practice in all Virginia state courts and federal courts in Virginia.

#### **EQUIPMENT, TOOLS, AND WORK AIDS USED**

- Online legal research applications (e.g., Westlaw/LEXIS, Pacer, Municode); Computer (and related electronic applications and equipment such as Outlook, Word, PowerPoint, Excel, Scanner, Fax, Copier); Charts; Plats; Court Decisions; Ordinances; Statutes; Electronic Filings with applicable courts, as needed.
- County will provide office equipment including a computer and cell phone, etc.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Environmental: Employee is subject to inside environmental conditions; protected from weather conditions.
- Physical Effort: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time; may involve walking or standing for brief periods.
- Hazards: No environmental hazards are indicated for this classification.

**SPECIAL CONDITIONS OR REQUIREMENTS**

- Criminal background and Motor Vehicles check.
- Possession of a valid driver’s license in the Commonwealth of Virginia
- Maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
November 7, 2022	November 7, 2022	November 7, 2022	December 7, 2022