

# **COUNTY ATTORNEY**

**Northampton County, located on Virginia's Eastern Shore, seeks a full-time County Attorney.**

The County Attorney is appointed by the Board of Supervisors and serves as legal advisor to the Board, the County Administrator, and County departments, and boards and commissions, and other officials of the County affecting County interests.

## **DUTIES:**

The County Attorney will:

- Report directly to the Board of Supervisors and work with management-level employees to guide County policies and operations from a legal perspective.
- Conduct legal research, provide advice and/or written opinions on questions of County, state, and federal law, most frequently in the areas of land use and zoning, property; employment; public procurement, contracts, and general local government law;
- Attend all Board of Supervisors meetings; advise the Board of Supervisors on parliamentary procedure; prepare resolutions and ordinances for consideration and action by the Board;
- Attend other commission and board meetings as requested, such as the Planning Commission and the Wetlands Board ;
- Advise the Board of Supervisors and other boards and commissions and

appropriate County employees on actual or possible litigation; represent the County in legal matters before the Courts; bring civil suits as directed by the Board of Supervisors, defend the County in suits brought against it; retain and supervise outside litigation specialists, as appropriate, for the same;

- Draft or "approve as to form" all bonds, deeds, leases, franchises, contracts or other legal instruments to which the County is a party or in which it has an interest;
- Draft documents memorializing all special use permits and maintenance agreements for subdivision approval;
- Work with County staff or consultants to draft ordinances to be adopted by the Board;
- Collaborate with the County School Board's legal counsel, when requested, on legal matters;
- Provide representation for the County Department of Social Services;
- Perform related tasks as required.

#### **EDUCATION & EXPERIENCE:**

- Juris Doctorate Degree from a law school accredited by the American Bar Association;
- Membership in the Virginia Bar.
- Experience as a practicing attorney in local government, with preference

for experience in Virginia.

- Knowledge of municipal corporation law; comprehensive knowledge of local, State and Federal laws and court decisions affecting counties;
- knowledge of legislation affecting Virginia's coastal communities, such as the Chesapeake Bay Acts and its regulations;
- Knowledge of parliamentary rules of procedure;
- Expertise in land use and employment law;
- Litigation and trial experience;
- Tact; good professional judgment and ethics;
- Ability to speak and write effectively.

#### **COMPENSATION & BENEFITS:**

\$110,000 to \$170,000 based upon the background and qualifications of the successful candidate. Northampton County has an attractive benefits package which includes: annual leave, holidays, and sick leave; health insurance, dental plan, life insurance, long-term disability insurance; Virginia Retirement System, and an employee assistance program.

#### **APPLICATION & SELECTION PROCESS:**

Applications may be obtained from the county website or in person at 16404 Courthouse Road, Eastville, VA. Please submit a resume, cover letter and contact information for five work-related references and a writing sample to Charles Kolakowski, County Administrator, PO Box 66, Eastville,

VA 23347 or electronically to [ckolakowski@co.northampton.va.us](mailto:ckolakowski@co.northampton.va.us) or in person to 16404 Courthouse Road, Eastville, VA.

**This position is open until filled.** Virtual and/or on-site interviews in Eastville, Virginia will be offered by the Board of Supervisors to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.

Northampton County does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.