

Assistant County Attorney

\$105,000 / year + [Full-Time County Benefits](#).

James City County seeks an individual to perform professional work in the James City County Attorney's Office providing legal counsel and representation of various County departments. James City County is a high growth community and the County Attorney's Office seeks a motivated and experienced attorney to help us meet the increasing and evolving legal needs of the County.

Responsibilities:

- Provides legal representation of County departments, Constitutional officers, related entities, and regional entities on a diverse range of issues including: human resources/personnel; purchasing/contract review; environmental; social services; approval, monitoring, and collection of bond documents; legislation; risk management; collections; subpoenas; and the initiation and defense of litigation claims in state and federal courts.
- Researches and prepares legal opinions and memoranda.
- Drafts and reviews ordinances, policies, and regulations.
- Coordinates and supervises the law clerk summer program and school-year extern program.
- Participates in local and statewide professional organizations.

Requirements:

- Any combination of education and experience equivalent to a Juris Doctorate from an accredited law school; at least three years of local government experience preferred; must be a member in good standing of the Virginia State Bar or have applied for admission awaiting results from bar exam (which results will be available prior to commencement of employment).
- Must possess reliable transportation to work site(s).
- License to practice law from the Commonwealth of Virginia.
- Knowledge of law as applied to Virginia local government and familiarity with courtroom procedures.
- Knowledge of law as applied to Virginia public schools is preferred.
- Skill in offering advice on legal implications of issues relating to a variety of government functions; use of computer software including Microsoft Office Suite.
- Ability to deal effectively with elected officials, department directors, other County employees, and the public; speak effectively in court and before groups; express legal opinions effectively both orally and in writing.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 09/01/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>