

## **LOUISA COUNTY ATTORNEY'S OFFICE**

### **Position Title: Assistant County Attorney**

Louisa County is located in the rolling Central Piedmont region near the heart of Virginia in the prosperous Richmond, Charlottesville, and Fredericksburg triangle. Louisa County is within 500 miles of one-half of the nation's population. The 514 square miles are predominantly farm and forest lands, mixed with businesses, industries, an airport, and residential properties. The growing county population numbers about 40,000. Louisa enjoys a high quality of life, and the governing body is committed to excellence in all areas of local government.

The Assistant County Attorney will perform complex professional work under the direction of the County Attorney. The Louisa County Attorney is the Chief Legal Officer and Counsel to the County of Louisa. The Louisa County Attorney reports directly to and is responsible to the Louisa County Board of Supervisors. The Louisa County Attorney's Office represents the County by providing timely legal services and advice to the Board of Supervisors, Constitutional Officers, and Department Heads. The Louisa County Attorney's Office also provides legal advice and consultation to all of the various Boards, Authorities, and Commissions in and for Louisa County.

The Assistant County Attorney is expected to assist the County Attorney and will be assigned to work primarily for several departments. This position offers an excellent opportunity for interaction with county staff involved in a diverse array of legal issues facing a growing community rooted in its rural tradition. The ability to work on several projects at once and meet deadlines is necessary for performance in this position. The Assistant Louisa County Attorney will perform a wide variety of complex legal work including the management and trial of cases involving enforcement of the Louisa County Code. This position involves the review of and drafting of ordinances, legal opinions, and contracts. The salary is commensurate with experience.

### **Essential Functions of the Position**

**The Assistant County Attorney will, under the direction of the County Attorney and in support of the County Attorney's role, perform the following essential functions:**

1. Advising the Department of Community Development on land use and zoning issues.
2. Drafting and enforcing the County Code, including zoning and subdivision ordinances, and enforcing the state building code.
3. Staying informed of recent court decisions and recommending changes in the wording of policies to conform with the law or to protect the County from unwarranted claims.
4. Drafting legal documents including contracts, purchasing agreements, and leases.
5. Handling real estate closings to buy and sell County property.
6. Gathering and analyzing evidence in cases and reviewing pertinent decisions, policies, regulations, and other legal matters.
7. Appearing in Court in a wide variety of civil and criminal proceedings including code enforcement cases for violations of the Louisa County Code.
8. Responding to FOIA requests and advising departments on how to maintain public

- records.
9. Reviewing contracts and advising staff on procurement law.
  10. Other duties as assigned by the County Attorney.

### **Required Knowledge, Skills, and Abilities**

Thorough knowledge of modern principles and practices of local and state laws and court decisions; thorough knowledge of legal research and the investigation, preparation, and presentation of cases for trial; thorough knowledge of legal office procedures, practices, and methods; Ability to provide effective legal counsel to County representatives and agencies in a timely manner; Ability to conduct research and interpret ordinances and federal and state statutes; Ability to handle multiple projects at one time and prioritize deadlines; Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables; Ability to prepare and review a variety of legal documents including pleadings, ordinances, resolutions, and contracts; Ability to communicate effectively both orally and in writing; Ability to appear in State and Federal Courts of Virginia on a wide variety of litigation and at least 3 years experience doing so; Ability to establish effective working relations with others.

### **Education and Experience**

Juris Doctor degree, member of the Virginia Bar, and considerable prior legal experience including at least 3 years of local government law experience or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Details of the position requirements and the job application can be obtained through the County's website at <https://www.louisacounty.gov/Jobs.aspx> . Please submit a resume and writing sample along with your application. Incomplete applications will not be reviewed.

Position open until filled. Requests for information and other inquiries can be submitted to [HR@Louisa.org](mailto:HR@Louisa.org) or by calling (540) 967- 3456. The County of Louisa is an Equal Opportunity Employer.

### **Working Conditions and Environmental Hazards Generally Associated with the Performance of the Essential Functions of the Position**

The regular workweek is Monday through Friday from 8:30 a.m. until 5:00 p.m. The Assistant County Attorney will be required to attend board and committee meetings in the evenings two to four times a month.