

COUNTY ATTORNEY – LOUISA COUNTY ATTORNEY'S OFFICE

Summary:

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 represents the County by providing timely legal services and advice to the Board of Supervisors, Constitutional Officers and Department Heads. The Louisa County Attorney also provides legal advice and consultation to all of the various Boards, Authorities and commissions in and for Louisa County. The Louisa County Attorney performs complex legal work including the management and trial of complex civil litigation; works with insurance counsel and outside counsel, reviews and prepares legal documents including ordinances, legal opinions and contracts. The Louisa County Attorney is the primary risk management officer for the County and works daily with leadership, staff and citizens to resolve problems.

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. The successful applicant must be licensed to practice in Virginia.

Salary Range: \$109,483.19-\$180,647.27

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 or by calling (540) 967- 3456. The County of Louisa is an Equal Opportunity Employer.

Essential Functions of the Position:

- Advises the Department of Community Development on land use and zoning issues.
- Assists in drafting and enforcing the County Zoning Ordinance and the County Subdivision Ordinance and enforcement of the State building code.
- Studies court decisions, and recommends changes in wording of policies to conform with law or to protect county from unwarranted claims.
- Advises department heads regarding employment matters and claims.
- Drafts legal documents including contracts, purchasing agreements and leases.
- Gathers and analyzes evidence in cases and reviews pertinent decisions, policies,

- regulations, and other legal matters.
- Court appearances.
 - Examines instruments and opinions prepared by other attorneys and advises public officials regarding legal requirements concerning titles.
 - Searches for and examines public records and writes opinions on titles.
 - Advises Board of Supervisors, department and agency heads on all matters of local government.
 - Such other duties as assigned by the Board of Supervisors.

Required Skills, Knowledge and Abilities:

- Excellent oral and written communication skills.
- Strong business acumen and legal experience in business law, real estate, contracts, leases, zoning, employment law, government law, insurance and civil litigation.
- Experience as Chief Legal Officer in a corporate or governmental agency is also highly desired.

Required Skills, Knowledge and Abilities (continued):

- Required ability to research and interpret local, state and federal laws and provide legal analysis for complex legal problems, while exercising sound professional judgment.
- Ability to establish and maintain effective working relationships with the public officials and the general public is essential.
- Extensive meeting attendance and work after hours is mandatory.
- Work with major retailers, business and industry in some substantial capacity is preferable.
- Required Virginia Law license and admission to practice in all Virginia state courts.

Equipment, tools and work aids used in performing the essential functions of the position:

Westlaw; Computer; Charts; Plats; Court Decisions; Ordinance; Statutes

Working Conditions:

- Environmental: Employee is subject to inside environmental conditions; protection 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, but may involve walking or standing for brief periods.
- Hazards: No environmental hazards indicated for this classification.

Special Conditions or Requirements:

- Must be willing to submit to a criminal background and Motor Vehicles check.
- Must consent to drug testing consistent with Louisa County's Drug-Free Workplace Policy.
- Must possess a valid Driver's License.
- Must maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.

Disclaimer:

This information is of a general nature and is not intended to be a comprehensive description of each and every duty. This position is also responsible for performing other duties as assigned.

EEO
Revised June, 2019