



**COUNTY OF ROCKINGHAM
ASSISTANT COUNTY ATTORNEY**

Rockingham County Attorney's Office has an immediate need for an experienced professional to join our expanding office. Located in the heart of the beautiful Shenandoah Valley, our office provides opportunity for professional and personal growth within a supportive team environment.

Job Summary

Provides advice and legal representation to the Harrisonburg/Rockingham County Department of Social Services and assists the County Attorney in providing general legal services to the Board of Supervisors and County commissions, authorities, administrative offices, and Constitutional Officers. Performs related work as required.

Essential Job Functions

- Independently prepare cases for trial and conduct complex litigation and appellate advocacy on behalf of the Department of Social Services
- Advise and represent the Department of Social Services in administrative hearings
- Research legal issues and effectively communicate interpretation and guidance to client
- Prepare and review pleadings and orders, and review legal documents required for Department of Social Services and County business
- Prepare and review County ordinances, contracts, and other legal documents
- Coordinate and support in-house training initiatives on law and civil procedure presented to the Department of Social Services and County staff
- Demonstrate commitment to the legal goals and policies of the County and represent the County with integrity and discretion
- Advise County officials and department personnel as to compliance with federal, state and local laws, and applicable regulations
- Availability to respond to emergent legal questions from the Department of Social Services to ensure compliance with federal and state laws, and applicable regulations
- Availability to attend meetings as may be advisable to protect the interests of the County

Knowledge

- Federal and state laws and applicable regulations relating to the authority and function of local government agencies
- Virginia court rules and practice
- Virginia's Code of Professional Responsibility

Skills and abilities

- Strong legal research, writing and oral advocacy skills
- Organize, interpret, and apply legal principles and knowledge to complex legal problems

- Effectively communicate the law and agency procedures to public and court officials and department personnel
- Prioritize case assignments and effectively manage litigation deadlines
- Establish and maintain effective working relationships with public and court officials, department personnel, and the general public
- Collaborate with team members to maintain professional and supportive work environment
- Ability to maintain regular work attendance

Preference will be given to candidates with experience in social services, public administration, and local government law. Priority consideration will be given to applications received by May 1, 2024.

Details of the position requirements and the job application are available through the Rockingham County's website at <https://www.rockinghamcountyva.gov/Jobs.aspx>. Please submit a resume and writing sample along with your application.