

## LOUISA COUNTY ATTORNEY'S OFFICE

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

#### **Summary**

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 represents the County by providing timely legal services and advice to the Board of Supervisors, Constitutional Officers, the County Administrator 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 Assistant County Attorney is expected to assist the County Attorney in serving all internal clients, but will have primary responsibility for the prosecution of zoning violations and violations of other County ordinances in General District Court.

The Assistant Louisa County Attorney will assist the County Attorney perform a wide variety of complex legal work including the management and trial of complex litigation, and review and prepare a wide variety of legal documents including ordinances, legal opinions and contracts.

#### **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, serve all internal clients, but will have as his or her primary responsibilities that of representing the Community Development/Code Enforcement, and perform the following essential functions:**

1. Counsel and representation of 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 wording of policies to conform to law or to protect county from unwarranted claims.
4. Drafting legal documents including contracts, purchasing agreements and leases.
5. Gathering and analyzing evidence in cases and reviews pertinent decisions, policies, regulation, and other legal matters.
6. Appearing in Court in a wide variety of civil proceedings.
7. 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; Ability to conduct research and interpret ordinances and federal and state statutes; 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. Ability to establish effective working relations with others because the County Attorney works as a team player with all constituents in order to ensure the essential functions of government in Louisa County operate smoothly.

### **Education and Experience**

Possession of Juris Doctor Degree, and an active member in good standing with the Virginia State Bar. Prior legal experience preferred, including at least 2 years of litigation experience in State and Federal Courts or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **Application Process**

Candidates must apply online to [HR@louisa.org](mailto:HR@louisa.org) by submitting a cover letter, resume and writing sample.