



County Attorney Position Description

Position Summary:

The County Attorney is appointed by and serves at the pleasure of the Board of Supervisors of Rockingham County. The County Attorney serves as legal advisor and parliamentarian to the Board of Supervisors, the County Administrator and departments, boards, commissions, and agencies of the County.

Duties and Responsibilities:

- Serves as legal advisor to the Board of Supervisors, which includes attendance at all Board meetings
- Serves as legal advisor to the County Administrator and various Department Heads
- Serves as legal advisor to Constitutional Officers to include the Commissioner of Revenue, Treasurer, Sheriff, Commonwealth's Attorney and Clerk of the Court if needed
- Prepares ordinances, deeds, contracts, agreements, leases, franchises, releases, and other legal documents on behalf of the County; ensures timely codification and publication of adopted ordinances
- Prosecutes violations of County ordinances and participates in legal proceedings necessary to protect the interests of the County
- Assists in the development of and compliance with various County legal policies, agreements, and contracts, including personnel and procurement policies; reviews all County contractual documents
- Actively engages with the Department of Community Development, serving as counsel to the Planning Commission, Zoning Administrator and Subdivision Agent. Bring injunction and abatement actions to enforce zoning regulations and remove nuisances
- Manages any potential, threatened, or actual litigation, representing the County as counsel or engaging and coordinating with outside counsel when appropriate (bond counsel, labor/employment law, construction law, annexation defense)
- Serves as liaison with insurance counsel when County or its officers or employees are sued for acts or omissions covered by insurance
- Prosecutes delinquent tax suits and conducts sales of property for delinquent taxes
- Assist County in the sale, purchase, financing, and lease of public properties, including title examinations, conduct of closings and handling eminent domain proceedings
- Monitors legislation proposed in the Virginia General Assembly, advises the Board of Supervisors and County Administrator of potential local impacts of such legislation, and assists the Board in developing positions on such legislation; provides counsel as to necessary actions to be taken by the County in compliance with state law change
- Monitors federal legislation and regulations impacting local governments, and communicates, as necessary with the County's congressional representatives and their staffs
- Responds to inquiries from citizens and assists citizens with County administrative rules and procedures when appropriate

- Assist in personnel issues, including representation of the County in grievance procedures when appropriate
- Supervises the archival retention of important legal documents and records
- Drafts appropriate documents and performs necessary procedures in abandonment of roads
- Prepares and presents training to the Board of Supervisors, County staff, and members of boards and commissions as requested on various topics, such as Virginia Freedom of Information Act (FOIA), the State and Local Government Conflicts of Interests Act (COIA), and the Virginia Public Records Act
- Fulfills other duties as may be assigned by the Board of Supervisors

Qualifications:

Education

Juris Doctor degree from an American Bar Association accredited and approved law school. Membership in good standing with the Virginia Bar Association and licensure to practice law in the Commonwealth of Virginia.

Experience

Sufficient experience in the practice of law to successfully accomplish the duties of the position. Three to five (3 – 5) years of service as legal counsel in the public sector is preferred.

Knowledge, Skills, and Abilities

- Appropriate breadth and depth of experience with litigation, negotiations, contracts law, procurement law, social services law, and employment law with local government(s) of comparable size and complexity, as well as knowledge of Virginia state law and government
- Knowledge of the statutory requirements of local governments in Virginia, including the Virginia Freedom of Information Act (FOIA), the State and Local Government Conflict of Interests Act (COIA), and an understanding of the Dillon Rule, and other unique attributes of Virginia's local governments
- Thorough knowledge of municipal law concepts, including, but not limited to: Eminent Domain, Land Use, Building Code and Zoning Enforcement, Employment Law, Constitutional Law, Torts, Parliamentary Procedure, Tax, Real Estate, and Administrative Law
- Extensive knowledge of Civil and Criminal Procedure and the ability to prepare pleadings, articulate and convey legal arguments, and provide exceptional representation on County legal matters
- Ability to analyze complex legal problems and make sound recommendations for solutions
- Ability to communicate information effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with other officials, employees, and the public

Please apply at:

<https://www.rockinghamcountyva.gov/Jobs.aspx?UniqueId=100&From=All&CommunityJobs=False&JobID=County-Attorney-777>