ASSISTANT COUNTY ATTORNEY (CD) – County Attorney's Office

Hiring Range: $80,783.00 - $141,292 Annually

The Hanover County Attorney's Office seeks qualified applicants for an Assistant County Attorney III; however, the position may be filled as an Assistant County Attorney I or II, depending on candidate qualifications and experience. The successful candidate will assist the County Attorney and Deputy County Attorneys in providing a wide range of legal services to the Board of Supervisors, the School Board, constitutional officers, the Pamunkey Regional Library, and County departments, boards, and agencies. Exact job responsibilities will be determined after considering the successful candidate's experience and interests. Duties include drafting and reviewing contracts, ordinances, resolutions, and other legal documents; litigating cases before administrative agencies and state and federal courts; performing legal research; and providing legal advice. Employees in the County Attorney's Office receive a competitive benefits package including Virginia Retirement System benefits, 14 paid holidays per year, front loaded paid time off for new employees, and opportunities for career training and development.

General Description: An Assistant County Attorney assists the County Attorney, Deputy County attorneys and Senior Assistant County Attorneys in providing a wide range of legal services to the Board of Supervisors; School Board; school administration county departments, boards and commissions, constitutional officers; and the regional library.

Organization: The Assistant County Attorney I reports to the County Attorney and the Deputy County Attorneys. This attorney will work under the direct supervision of senior level attorneys in the office to perform a wide variety of legal tasks for a number of different clients.

Essential Functions:

- Performs legal research.
- Provides oral and written opinions on legal matters as requested by the County Attorney, deputy county attorneys or senior assistant county attorneys.
- Drafts and reviews contracts, ordinances, resolutions and other legal documents in support of County governmental operations.
- Prepares reports and makes presentations as needed.
- Prepares and tries court cases, including appeals to state and federal courts, under the direct supervision of a deputy county attorney or senior assistant county attorney.
- Represents the County, School Board, constitutional officers, and other board and commissions before administrative agencies and tribunals, such as the Virginia Employment Commission.
- Assists senior level attorneys with the preparation and advocacy of the Board of Supervisor's and School Board's legislative agendas.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.