



DEPUTY COUNTY ATTORNEY

DEPARTMENT: County Attorney

NATURE OF WORK:

Performs responsible professional work such as providing legal counsel to the Board of Supervisors, County Administrator, and various County departments. Work is performed under the managerial direction of the County Attorney. Supervision is provided over the work of a law clerk.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides legal counsel to a variety of boards and commissions and Planning Department, at staff level; Wetlands Boards; Board of Zoning Appeals; Planning Commission Subdivision and Development Review Committee, Library Board, Chesapeake Bay Appeals Board and others, as assigned by the County Attorney.

Works directly with Planning staff in development of policies and amendments to Zoning and Subdivision Ordinances to provide legal counsel at initial stage of projects; reviews all Planning Commission items prior to their final approval.

Reviews and provides legal opinion on a variety of State and Federal rules, regulations, and statutes associated with the Community Development Department.

Prepares closing documents for sales and/or loans pertaining to Community Development projects. Reviews documents and performs closings for Housing and Community Development loans and grants to rehabilitate existing homes.

Prepares documents and performs closings for JCSA and Housing and Community Development connection fee assistance loans.

Keeps department heads apprised of recent Federal, State, and local court decisions, statutes, and ordinances which have implications for local governments.

Drafts ordinances for amendments, revisions, and additions to the County Code; incorporates legislative changes in Code generated annually by the General Assembly; drafts and processes all vacation of right-of-way ordinances; maintains County Code.

Represents the County in all judicial or administrative actions as assigned by County Attorney.

Represents the Department of Social Services in all civil actions, administrative appeals, and document requests or subpoena to witness.

Reviews all bonds, letter of credit, and other surety agreements and the related contracts and agreements before they are signed, as needed. Review and process draw requests on surety.

Reviews all disciplinary actions and represents County in all grievances, unemployment claims, workers' compensation claims, and employment disputes; reviews development and amendment of Personnel Policies and Procedures Manual.

Responds to inquiries of citizens and department heads for information, opinions, and decisions, many of which require legal research.

Reviews bills introduced at General Assembly, advocates the position of the County on specific bills.

Responds to FOIA requests and privacy protection issues.

Reviews and/or negotiates purchase agreements and assures compliance with the Virginia Public Procurement Act and the County's Purchasing Manual.

Represents the County and James City Service Authority in acquiring title to property in the form of fee simple and easements; takes legal action to collect delinquent taxes and availability and user fees for the County and the James City Service Authority.

Coordinates responses to requests for the issuance of permits (bingo, raffles, dance hall, outdoor gathering, etc.); releases liens.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed in both an office and courtroom setting. Operates standard office equipment including telephone, computer keyboard, calculator, and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of law as applied to Virginia government.

Considerable knowledge of law relating to child protection and foster care.

Considerable knowledge of principles, practices, and procedures of the legal profession.

Ability to offer advice on legal implications of issues relating to a variety of government functions.

Ability to deal effectively with elected officials, department heads, and the general public.

Ability to speak effectively in court and before groups.

Ability to express legal opinions effectively in writing.

MINIMUM QUALIFICATIONS:

Law Degree from an accredited law school, plus four years of experience as a local government attorney, including trial work in both State and Federal courts; local government experience is preferred (or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above); and demonstrated proficiency in the following areas:

1. Preparing, advertising, processing, and presenting ordinances, resolutions, and other items for various boards, commissions, committees, and other agencies of the County.
2. Parliamentary procedure for public bodies, including Roberts Rules of Order.
3. Written, verbal, litigation, negotiating, and interpersonal skills.
4. Considerable knowledge in the following areas:
 - FOIA
 - Privacy Act
 - Conflict of Interest Act
 - Other - financial transactions, budgeting, taxation

NECESSARY SPECIAL QUALIFICATIONS:

Must be a member of the Virginia State Bar.

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Revised: May 2005

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Deputy County Attorney Position Number 654
Department County Administration Division County Attorney

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others: Citizens, other attorneys; developers, etc.
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			