



**DEPARTMENT:** County Attorney

**NATURE OF WORK:**

Performs advanced professional and managerial work.

Serves as legal counsel to the Board of Supervisors, County Administrator, the James City Service Authority, and the various departments, divisions, boards, and commissions of the County. The work includes supervision of a Deputy County Attorney, special counsel, and support staff. The work is performed under the executive direction of the County Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Provides legal advice to Board of Supervisors and County Administrator regarding various issues that impact on the County; negotiates with developers and matters pending before the Board of Supervisors.

Serves on special projects committees as assigned by Board of Supervisors or County Administrator.

Supervises, delegates to, and reviews materials from Deputy County Attorney and other outside counsel.

Attends a wide variety of meetings and participates on boards, task forces, and committees as required.

Initiates land acquisitions and leased space authorized by the Board of Supervisors.

Drafts legislation for introduction at General Assembly; appears before various committees and lobbies members of General Assembly; reviews bill that have potential impact on County; represents County through contacts with members of General Assembly as required.

Acts in behalf of the County government and its employees in court proceedings.

Reviews contracts and agreements before implemented by County Administrator.

Reviews and provides legal opinions to County staff members on an ongoing basis; responds to citizen inquiries; attends continuing legal education programs and reviews new court decisions in order to keep current in field and fulfill mandatory requirements.

Reviews and approves all proposed Board of Supervisors agenda items and minutes.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Work is done in both office and courtroom setting. Operates standard office equipment including telephone, computer keyboard, and calculator.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of laws, legal precedents, court cases, and administrative regulations pertaining to local government in the State of Virginia.

Thorough knowledge of County government functions, responsibilities, and liabilities.

Ability to provide sound legal advice to government officials on a wide variety of circumstances and situations.

Ability to plan, coordinate, and provide guidance to subordinate attorneys.

Ability to establish and maintain effective working relationships with County officials and employees, other attorneys, representatives of community and governmental agencies, and the general public.

Ability to communicate effectively, both orally and in writing, and to prepare clear and concise reports and legal materials.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited law school and six years of experience practicing law in the public sector; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must be a member of the Virginia State Bar.

Date: June 2005  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title County Attorney Position Number 655  
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:**

- Answering 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 function

## 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
<b>Lift</b>	✓						✓		
<b>Push/Pull</b>	✓						✓		
<b>Hold/Carry</b>	✓						✓		

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 checked="" 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+			
<b>Stand</b>		✓						✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

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.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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