

## **DEPUTY COUNTY ATTORNEY**

**654**

**DEPARTMENT:** County Attorney

### **NATURE OF WORK:**

This is responsible professional work, 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--Planning Department, at staff level; Wetlands Boards; Board of Zoning Appeals; Planning Commission Subdivision and Development Review Committee 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 Community Development loans and grants to rehabilitate existing homes.

Prepares documents and performs closings for JCSA 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 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:**

Possession of a Law Degree from an accredited law school, plus two years of experience, 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.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must be a member of the Virginia State Bar.