

Chief Deputy County Attorney



General Summary of Classification:

Serves as legal advisor and provides general legal services to the County Board of Supervisors, County Manager, all County boards, commissions, authorities, agencies and department in matters affecting the interests of the County; under administrative direction of the County Attorney, oversees daily operations of the department and staff to ensure provision of effective, compliant, and timely legal services; supervises and provides guidance to Deputy County Attorneys and other assigned staff; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Renders oral and written opinions on legal matters as requested by the various County Boards, the County Manager, the Superintendent of Schools, and other County personnel; prepares and tries court cases, including appeals to state and federal courts, in which the County or any of its officers and/or employees is involved; represents the County and School Board in condemnation proceedings and collection proceedings for debts owed the County or the School Board;
- Defends civil litigation brought against the County, its officials, agencies, divisions, departments and employees, the School Board and its employees by evaluating claims, circumstances, legal issues and related materials, determining and drafting appropriate responsive pleadings to be filed, performing research, working with retained outside attorneys, drafting briefs, documents, and legal memorandum, preparing and presenting arguments in opposition to the opponent's discovery procedures, determining investigation needs, preparing witnesses, conducting negotiations, handling appellate procedures;
- Performs trial duties by propounding interrogatories, sending requests for admission, scheduling and taking depositions, setting case for trial, preparing exhibits, conferring with witnesses, preparing documentations, preparing instructions, preparing voir dire, trying the case, conducting settlement discussions, making post-trial motions, performing related duties
- Prepares or approves County ordinances, and assures enforcement of ordinances in court, other than traffic or strictly criminal matters; assists in the development of long-term, county wide strategy from a legal perspective; approves or draws up legal documents; prepares and reviews legislation for sessions of the General Assembly; makes presentations to the General Assembly as necessary;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of general and governmental law and of State and County laws and federal laws and regulations and their relationship to the authority and functions of County and School Board departments; ability to organize, interpret and apply legal principles to complex legal problems; ability to establish and maintain effective working relationships with public officials, County administration and the general public; excellent professional judgment; excellent legal research and writing skills; ability to supervise effectively.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete job duties.
- **Interpersonal, Communication and Customer Service:** Excellent written and oral communication skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations; uses non-technical language to provide excellent customer service and accurately explain legal information to board members and citizens alike; politically savvy; excellent collaborative skills; works effectively independently and as part of a team.
- **Decision-making and Authority:** Duly authorized to negotiate and engage in legal proceedings on behalf of the County.
- **Leadership:** Supervisory. Assistant department head, serves as the County Attorney during their absence.
- **Environment:** Typically works in an office, board room, conference room or court room setting; may work in other job-related settings as needed; may be required to work a flexible schedule as needed to perform assigned job duties.
- **Physical:** Visual and hearing acuity sufficient to engage effectively in legal proceedings. Physical ability sufficient to perform assigned duties in various duty-related locations as needed.

Minimum Education and Experience:

Education: Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA);

Experience: Eight (8) years of experience in the practice of law, preferably with experience in public administration;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- License to practice Law in the Commonwealth of Virginia
- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.