

Senior Assistant County Attorney



General Summary of Classification:

Under direction of the Deputy County Attorney, provides the legal services, counsel, representation and regulatory compliance guidance for an assigned portfolio of County agencies, departments, boards, commissions; routinely assigned more difficult cases and situations affecting the assigned portfolio; 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.

This is the senior-most level of an approved career development series. Proficiently performs duties of levels I, II and III plus:

- Serves as legal advisor and counsel to the assigned portfolio of County agencies, departments, boards, commissions; prepares opinions on regulations and legal matters affecting the assigned portfolio; makes recommendations and provides guidance from a legal perspective related to the development of County codes, ordinances, policies, practices, and processes; prepares or reviews County ordinances, and assures enforcement of ordinances in court, other than traffic or strictly criminal matters; prepares a wide array of legal documents relevant to the assigned portfolio; reviews proposed and passed legislation from sessions of the General Assembly; identifies enacted legislation's impact to the assigned portfolio's operations, policies, procedures and practices and provides guidance on compliance;
- Defends civil litigation brought against the County and its officials, agencies, divisions, departments and employees in the assigned portfolio by evaluating claims, circumstances, legal issues and relevant materials, determining and drafting appropriate responsive pleadings to be filed, performing research, 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: propounds interrogatories, sends requests for admission, schedules and takes depositions, attends the trial setting conference, prepares exhibits, confers with witnesses, prepares documentations, prepares instructions, handles voir dire, tries case, conducts settlement discussions, makes post-trial motions, and performs related duties;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent 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 departments; ability to organize, analyze, 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:** Provides advice and counsel to and serves as the legal representative in legal matters for an assigned portfolio of County agencies, departments, boards, commissions.
- **Leadership:** Non-supervisory. Researches and provides advice and counsel to the assigned portfolio; prepares legal opinions memos, contracts, petitions, pleadings, notices, interrogatories, briefs and other legal documents for review and approval; provides guidance to other attorneys working in the assigned portfolio.
- **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: Six (6) 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.