

CLASS SPECIFICATION FOR
Assistant County Attorney I

GENERAL STATEMENT OF DUTIES: Assists the County Attorney II, County Attorney III, Senior Assistant County Attorney, Deputy County Attorney, or the County Attorney in providing general legal services for the County administration, School administration, the Board of Supervisors, the School Board and all other boards, commissions, authorities and agencies of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for assisting the County Attorney, Deputy County Attorney, Senior Assistant County Attorney, or Assistant County Attorney II or III. The office serves as legal advisor to the Board of Supervisors, the County School Board, the County administration, School administration, and all other boards, commissions, authorities and agencies of the County. This class is the entry-level assistant attorney, and an incumbent receives close supervision from the County Attorney, Deputy County Attorney or designated higher-level assistant attorney.

EXAMPLES OF WORK (illustrative only):

- Prepares oral and written opinions on legal matters;
- 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 officially involved;
- Represents the County and School Board before administrative agencies and tribunals, such as the Virginia Employment Commission;
- Reviews and draws up legal documents required for County business;
- Represents County and School Board in condemnation proceedings and collection proceedings for debts owed the County or the School Board;
- Advises on the purchase, sale, exchange or leasing of properties;
- Prepares County ordinances and assures enforcement of ordinances in court, other than traffic or strictly criminal matters;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of general law, State and federal laws and regulations; ability to organize, interpret and apply legal principles and knowledge to legal problems; ability to establish and maintain effective working relationships with public officials and the general public; good professional judgment; good legal research and writing skills.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Must be licensed to practice law in the Commonwealth of Virginia.