

COUNTY ATTORNEY INFORMATION SHEET

June 5, 2024

Section 1 – Background

The Appomattox County Board of Supervisors is now searching for a qualified, licensed and insured attorney to fill the Office of County Attorney.

Section 2 – Status and Tenure

The County Attorney is a contract position appointed by the Board of Supervisors. As such, the County Attorney serves strictly at the pleasure of the Board of Supervisors.

Section 3 – Size of Legal Firm

The Board of Supervisors will consider interested firms of all sizes when filling the vacant County Attorney position. However, firms with multiple attorneys must appoint a lead attorney to serve both as the named County Attorney and as the point of contact for County officials.

Section 4 -- Duties of County Attorney

Under Section 15.2-1542 of the Code of Virginia, the duties of the County Attorney are as follows:

- A. Serving as the legal advisor to the Board of Supervisors, Constitutional Officers, County Administrator, Zoning Administrator, Building Official, Purchasing Agent, Planning Commission, and other County boards, departments, agencies, officials and employees of the County. The Appomattox County Attorney also currently represents the Economic Development Authority and the Board of Zoning Appeals, but does not represent the School Board or Department of Social Services.
- B. Drafting or preparing ordinances, resolutions, contracts, deeds, leases and other legal documents;
- C. Defending or bringing actions, with the consent of the Board, in which the County or any of its boards, departments, agencies, officials or employees is a party, whether in Court or in administrative hearings;
- D. Specific duties include, but are not limited to:
 - a. Attending all regularly-scheduled meetings of the Board of Supervisors and such other meetings as may be directed by the Board or County Administrator;
 - b. Keeping the County Code, as well as County procedures and policies, in compliance with new State and Federal legislation;

- c. Rendering advice as to the Freedom of Information Act, the Conflict of Interests Act and the Public Procurement Act;
- d. Rendering advice and otherwise assisting as needed on employment issues, including personnel policies, discrimination and wrongful termination claims, worker's compensation and compliance with OSHA requirements;
- e. Rendering advice and otherwise assisting as needed on Zoning, Subdivision, Environmental and Building Inspections issues;
- f. Researching land and title records;
- g. Other activities and responsibilities which the County may feel are within the legal qualifications of the new County attorney.
- h. Assisting the County Administrator in developing the annual budget for the Office of County Attorney.

Section 5 – Minimum Expectations

The successful County Attorney will:

- A. Research and provide legal counsel, advice and opinions, both written and verbal, in a timely manner;
- B. Be accessible by telephone, fax and email and shall be responsive to calls by the County Administrator; Constitutional Officers and others authorized to contact the County Attorney;
- C. Keep abreast of proposed and codified legislative actions on a local, state, and federal level which have or could have a potential bearing on the operation of the County, as well as provide information, when requested, on precedent cases related to County matters;
- D. Be open to keeping regular weekly office hours onsite in the County Administration Building. Though not required, the County for the past 7+ years has experienced the benefits of the County Attorney regularly being onsite and would like to continue in such an arrangement if possible.

Section 6 -- Minimum Requirements

- A. All attorneys working on behalf of Appomattox County shall possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
- B. All attorneys working on behalf of Appomattox County shall remain in good standing with

the Virginia Bar Association and shall not have experienced any form of disciplinary action against them by the Virginia Bar Association in the past ten (10) years;

- C. The County Attorney (Lead Attorney) shall have experience in Virginia local government law sufficient to successfully perform the duties required. He or she shall be fluent with the laws of the Commonwealth of Virginia as they apply to local governments. Particular experience in specialized fields should be described in the attorney's proposal and resume;
- D. The County Attorney (Lead Attorney) should have familiarity with accepted Parliamentary Procedures;
- E. All attorneys working on behalf of Appomattox County shall have criminal and DMV records satisfactory to the County;
- F. All attorneys working on behalf of Appomattox County shall adhere to the Virginia Professional Code of Conduct or such other professional code of conduct in the jurisdiction where representation may occur;
- G. Upon award of the contract, the new County Attorney shall provide the County with an emergency contact list that includes the all the pertinent personnel assigned to this contract. Included shall be their names, phone numbers (office, home, and cellular) and e-mail addresses.

Section 7 – Outside Legal Counsel

If the County Attorney deems that a given situation requires specialized legal services beyond his realm of expertise or beyond what other in-house attorneys can offer, the County Attorney may, upon the prior written approval of the County, retain outside counsel having the necessary skills and experience.

Since the County plans to contract only with the County Attorney, it is preferred that all ensuing payments for outside legal services be made to the County Attorney, who will then be responsible for paying the outside counsel.

Section 8 – Letter of Interest

Attorneys meeting the qualifications established herein are encouraged to send a letter of interest to:

County Attorney Search
c/o Mr. John Hinkle, Charmain
Board of Supervisors
PO Box 863
Appomattox, VA 24522
CountyAttorneySearch@AppomattoxCountyVA.gov

The following should be included in all letters:

- A. Information on firm (name, address, main phone number, years in business, number of attorneys)
- B. Information on contact person (name, phone, email)
- C. Name and resume of proposed Lead Attorney. Please include fields of expertise.
- D. Names and resumes of other attorneys that would be available to assist the Lead Attorney. Please include fields of expertise.
- E. Lump sum monthly amount for legal services (preferred) or an itemized fee structure if billing by the hour.
- F. A minimum of five (5) references from clients your firm provided similar services to over the past 10 (ten) years. Please include a contact name, phone number and email for each reference.

Section 9 – Deadline

Deadline for receipt of letters of interest is **2:00 PM on Friday, June 21, 2024.**