

Hanover County Government
County Attorney's Office
Deputy County Attorney
Salary: Negotiable

The Hanover County Attorney's Office seeks qualified applicants for a Deputy County Attorney. The successful candidate will assist the County Attorney in providing a wide range of legal services, primarily to the Hanover County School Board and Hanover County Public Schools, but also to the Board of Supervisors, Hanover's Constitutional Officers, the Pamunkey Regional Library, and County departments, boards, and agencies.

Duties related to the Hanover County Public Schools include ensuring compliance with federal and state laws, court rulings, and regulations; serving as counsel to the School Board; employment matters; student matters; and compliance with the Virginia Freedom of Information Act. Other duties include drafting and reviewing contracts, ordinances, resolutions, policies, and other legal documents; litigating cases before administrative agencies and state and federal courts; performing legal research; and providing legal advice.

The successful candidate may be responsible for assigning projects and reviewing the work product of legal assistants. Experience in education law is highly preferred, especially related to public schools in Virginia.

GENERAL DESCRIPTION: Serves as Deputy to the County Attorney in providing a wide range of legal services for the Board of Supervisors; School Board; county and school administrations; county departments, boards and agencies; constitutional officers and the regional library.

ORGANIZATION: A Deputy County Attorney works independently with the general direction of the County Attorney. An attorney in this position provides direct legal counsel to the departments and agencies assigned to the position, supervises the work of other attorneys in the office and outside legal counsel providing legal services to those departments and agencies, and handles specific projects as assigned by the County Attorney. The Deputy County Attorney staffs meetings of the Planning Commission or School Board, as assigned, and meetings of the Board of Supervisors, in the absence of the County Attorney. It is essential that the Deputy County Attorney be able to establish and maintain sound working relationships with elected and appointed County officials and with others in the office.

Essential Functions:

- Acts for the County Attorney in his/her absence;
- Provides wide range of legal services for departments and agencies assigned to the position;
- Provides supervision and direction to other attorneys in the office for departments and agencies assigned to the position;
- Prepares and tries court cases, including appeals, in state and federal courts;
- Advises the County and School Board in transactions involving financing mechanisms and supervises the work of bond counsel;
- Performs legal research and provides oral and written opinions on legal matters;
- Provides legal counsel at meetings of the Board of Supervisors, in the absence of the County Attorney, and at meetings of other boards and commissions;

- Represents the County and School Board before administrative agencies and tribunals, such as the Virginia Employment Commission and EEOC;
- 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 and School Board;
- Advises on the purchase, sale, exchange or lease of properties;
- Prepares County ordinances and handles enforcement of ordinances in court, other than traffic or criminal cases;
- Assists with the preparation and advocacy of the Board of Supervisors' and School Board's legislative agendas.

WORKING CONDITIONS

A. Hazards

- None Known

B. Environment

- Office

C. Physical Effort

- Minimal

D. Exempt

KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of general and government law, including specifically knowledge of state and federal law and regulations as they pertain to the authority and function of local governments in Virginia; ability to organize, interpret and apply legal principles and knowledge to complex legal problems; demonstrated litigation skills and experience; ability to establish and maintain effective working relationships with public officials and the general public; ability to supervise effectively; excellent professional judgment; excellent legal research and writing skills.

EDUCATION, EXPERIENCE AND TRAINING: Strong academic background, Juris Doctor degree from an accredited school of law and ten (10) years of experience in the practice of law, preferably with some representation of a public agency, and supervisory or other leadership experience. Must be licensed to practice law in the Commonwealth of Virginia. A candidate with an equivalent combination of experience and training which demonstrates the required knowledge, skills and abilities may be considered.

SPECIAL CONDITIONS:

- Criminal Records Check
- Must be licensed to practice law in the Commonwealth of Virginia
- Work beyond normal work schedule
- Twelve-month probationary period

For more information and to apply, please visit www.hanovercountyjobs.com