



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant County Attorney I
(28135)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

County Attorney's Office
(09)

Revision Date: January 2008

General Description: This is a professional position. The incumbent performs complex tasks to assist the County Attorney in providing general legal services and counsel to the Board of Supervisors, the County School Board, the County Administration, School Administration, and all other Boards, Commissions and agencies of the County; does related work as required.

Organization: The Assistant County Attorney I reports to the County Attorney.

Essential Functions:

- Provides oral and written opinions on legal matters as requested by client agencies or by the County Attorney.
- Attends meetings of the Board of Supervisors, School Board and other Boards, Commissions and Authorities.
- Prepares and tries court cases, including appeals to state and federal courts.
- Represents the County and School Board before administrative agencies and tribunals, such as the Virginia Employment Commission.
- Prepares or reviews legal documents required for County business.
- Advises on the purchase, sale, exchange or leasing of properties.
- Prepares County ordinances and assures enforcement of ordinances in court.
- Prepares reports and makes presentations as needed.
- Prepares and supports proposed legislation in the General Assembly.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills and Abilities: Working knowledge of general and governmental law; knowledge of Virginia and federal laws and regulations and their relationship to the authority and functions of local governments; ability to organize, interpret and apply legal principles and knowledge to complex legal problems; ability to establish and maintain effective working relationships with public officials and the general public; good professional judgment; effective legal research and writing skills.

Education, Experience and Training: Graduation from an accredited school of law required with at least one (1) year of relevant legal experience is strongly preferred. Must have been admitted to the Virginia Bar or be eligible for admission within six (6) months – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

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