

CLASS SPECIFICATION FOR
Deputy County Attorney

GENERAL STATEMENT OF DUTIES: Serves as Deputy to the County Attorney in providing general legal services for the Board of Supervisors, the County Administration, the County School Board, the School Administration, and for all other County Boards, Commissions, Committees, Authorities, administrative offices and agencies of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: As deputy to the County Attorney, the incumbent works independently, with much less supervision than lower-level attorneys. Work is performed under the general supervision of the County Attorney. The incumbent in this class assists the County Attorney in managing and supervising the work of the staff attorneys, is responsible for supervising the office in the absence of the County Attorney and may serve as the Acting County Attorney when designated.

EXAMPLES OF WORK (illustrative only):

- Prepares oral and written opinions on legal matters;
- Attends meetings of the Board of Supervisors, the School Board and other Boards and Commissions when necessary in the absence of the County Attorney;
- 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 sees to enforcement of ordinances in court, other than traffic or strictly criminal matters;
- Prepares and reviews legislation for sessions of the General Assembly;
- Makes presentations to the General Assembly as necessary;
- Acts for the County Attorney in his absence;
- Responsible for handling legal cases of a highly complex nature;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of general and governmental law; good knowledge of State and County laws and federal laws and regulations and their relationship to the authority and functions of County and State; 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; good legal research and writing skills; ability to supervise effectively.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law and seven (7) years of experience in the practice of law, preferably with some in a public agency; 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.