

*CLASS SPECIFICATION FOR*  
**Senior Assistant County Attorney**

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**GENERAL STATEMENT OF DUTIES:** Supervises or leads the work of Assistant County Attorneys 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 supervises or leads the work of Assistant County Attorneys in providing legal services and consultation to all County agencies, authorities, boards and commissions. The employee is assigned the more difficult cases and situations and functions with wide latitude and independence under the administrative direction and general supervision of the County Attorney or the Deputy County Attorney.

**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 legislation for sessions of the General Assembly;
- 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 effectively supervise.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from an accredited school of law and six (6) years of experience in the practice of law, preferably with one (1) additional year of experience directly related to area of responsibility, and including some supervisory experience; 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.