



CLASS SPECIFICATION FOR  
**County Attorney**

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**GENERAL STATEMENT OF DUTIES:** Provides general legal services to all County Boards, Commissions, authorities and administrative offices; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The County Attorney is responsible for serving as legal advisor to the Board of Supervisors, the County Administration, the County School Board, the School Administration and for all other County Boards, Commissions, Committees, Authorities and administrative offices. This class functions, with wide latitude, under the administrative direction of the County Manager. The incumbent supervises and manages the work of the staff attorneys assigned to the County Attorney's office.

**EXAMPLES OF WORK** (illustrative only):

- Renders oral and written opinions on legal matters as requested by the various County Boards, the County Manager, the Superintendent of Schools, and other County personnel;
- 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, in which the County or any of its officers and/or employees is involved;
- Approves and draws up legal documents required for County business;
- Represents the 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 or approves County ordinances, and assures 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;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of general and governmental law and of State and County laws and federal laws and regulations and their relationship to the authority and functions of County and School Board departments; 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 eight (8) years of experience in the practice of law, preferably some of which shall have been in public administration; 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.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.