

CLASS SPECIFICATION FOR
Assistant County Attorney II

GENERAL STATEMENT OF DUTIES: Assists the Assistant County Attorney III, Senior Assistant County Attorney, Deputy County Attorney, or the County Attorney 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 is responsible for assisting the County Attorney, Deputy County Attorney, Senior Assistant County Attorney, or Assistant County Attorney III. The office serves as legal advisor to the Board of Supervisors, the County School Board, the County administration, School administration, and all other boards, commissions, authorities and agencies of the County. This class functions with wide latitude under the administrative direction of the County Attorney, the Deputy County Attorney, Senior Assistant County Attorney, and Assistant County Attorney III.

EXAMPLES OF WORK (illustrative only):

- Prepares oral and written opinions on legal matters;
- Prepares and tries court cases, including appeals to state and federal courts in which the County or any of its officers 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 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: Working knowledge of general and governmental law; 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.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law and two (2) years of experience in the practice of law, with preferably one (1) additional year of experience directly related to area of responsibility; 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.