



PRINCE GEORGE COUNTY, VIRGINIA  
May 2019

**COUNTY ATTORNEY**

*FLSA Status: Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Under direction of the Board of Supervisors, perform work of considerable difficulty in directing and protecting the legal interests of Prince George County and perform related work as required.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse atmospheric conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Provide legal representation to the Board of Supervisors, County officials and departments;  
Attend meetings of the County Board of Supervisors, and other County Boards when necessary;  
Attend executive sessions;  
Render legal opinions to all County officials;  
Conduct complex litigation and negotiate settlements on behalf of the County;  
Research materials;  
Prepare pleadings;  
Perform appellate work;  
Drafting ordinances, resolutions and other legal documents;  
Defending or initiating court actions in which the County or employees are a party;  
Prosecute violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code and the County's Zoning Ordinances;  
Assists with preparation of the County's legislative requests for the General Assembly;  
Review all new legislation;  
Monitor the progress of legislation; supervise and assign tasks to Assistant County Attorney;  
Provide suggestions and advice on strategy and procedural concerns;  
Formulate, advocate and disseminate the legal goals and policies of the County, ensuring consistency with deferral and state laws;  
Formulate and communicate a program of preventive legal advice to County officials and department personnel;  
Explain procedure as necessary;  
Perform related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the field of local government law and relevant court decisions, including topics such as: zoning, land use, employment, torts, contracts, civil rights, administrative process and real property. The County Attorney must establish and maintain a productive working relationship with elected officials, employees, court officials, members of the bar and the general public. Comprehensive skill in formulating legal opinions, in

conducting complex litigations; in written and verbal communication; in advocating legislation; in supervising and providing functional guidance to the Assistant County Attorney.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited law school with a minimum of five years of experience as a practicing attorney in the area of local government law in Virginia. Must be licensed to practice law in the Commonwealth of Virginia.