

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work in rendering of legal services to the County; does related work as required. Work is performed under the general supervision of the County Attorney. Supervision is exercised over assigned department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Consulting with County staff to formulate and interpret local, state and federal law regarding County operations; reviewing and preparing trial related litigation materials; serving as legal counsel to various County agencies, department personnel, elected officials and constitutional officers.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews applications for rezoning, subdivisions and special exceptions for compliance with laws; makes recommendations to staff regarding legality of proposals and applications; reviews proposed rezoning proffers, development conditions, subdivision performance bonds and other development documents; supervises and assists subordinate attorneys.
- Advises Human Resources Department, constitutional officers and County departments regarding employment terminations and disciplinary actions, compliance with wage and hour laws, leave policies and other state and federal laws and employment policies; makes final recommendations regarding employment termination decisions.
- Represents County in rezoning litigation and other challenges to the County; supervises outside counsel in rezoning litigation.
- Drafts zoning, subdivision and general ordinances and amendments to existing ordinances.
- Represents management in employment grievance proceedings; supervises outside counsel in employment litigation.
- Provides written memoranda and legal advice to Board of Supervisors, Planning Commission, Department Heads and employees regarding compliance with federal, state and local employment, zoning, Freedom of Information Act and other laws and policies.
- Advises Procurement Department regarding compliance with purchasing laws and regulations; negotiates, prepares and reviews contracts with vendors; advises and makes recommendations regarding contractual disputes.
- Attends meetings of the Planning Commission to provide legal advice regarding rezoning, subdivisions and special exceptions.
- Negotiates terms for acquisition of real property; institutes actions for acquisition; conducts real estate closings to acquire property.
- Represents the Board of Supervisors and Commissioner of the Revenue in tax assessment litigation.
- Prepares and distributes memoranda regarding changes in statute/laws which require amendments to existing policies and procedures.
- Provides recommendations regarding procedures and policies to minimize liability risk associated with recreational programs and facilities; reviews proposed procedures, policies and amendments.
- Prepares agenda requests and resolutions to initiate actions by the Board of Supervisors for approval of contracts, ordinances, litigation settlements and real property acquisitions.
- Reviews Freedom of Information Act requests and responses for compliance with statutes; conducts compliance training.
- Provides advice to Community Policy and Management Team regarding its legal obligations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of legal research, principles of substantive law and civil and administrative procedure; ability to understand and analyze varied factual scenarios and legal materials, present logical conclusions from analysis and develop creative approaches to problem solving; thorough knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively both orally and in writing; ability to handle trial litigation; ability to prepare and render legal opinions; ability to develop and maintain effective working relationships with associates, media representatives, governmental officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a law school of recognized standing and extensive experience in the practice of law, much of which is in municipal law.

PHYSICAL REQUIREMENTS:

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 and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Eligibility to practice law in the Commonwealth of Virginia and possession of all other qualifications as prescribed by State Statute. Member of Virginia State Bar.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____