

## SENIOR ASSISTANT COUNTY ATTORNEY

GRADE 41

*FLSA Status: Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs intermediate professional and administrative work providing legal assistance and litigating cases for the County; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Responding to legal inquiries; rendering legal assistance and opinions; litigating cases; drafting policies, procedures, ordinances, contracts and legal documents; maintaining records and files; preparing reports.**

(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.)

- Responds to legal inquiries; renders legal assistance and opinions; determines legal issues involved; conducts research and provides legal guidance; interprets state and local laws; prepares written legal opinions and advisory memoranda; ensures policies and procedures are consistent with laws; works closely with employees of various departments; develops thorough understanding of programs and legal and administrative obligations.
- Litigates cases, including but not limited to zoning and delinquent property tax collection cases; sends delinquent notices to taxpayers; files warrants and writes pleadings; researches records and confers with personnel; prepares witnesses; prepares oral and written arguments, evidence, exhibits, and questioning of witnesses.
- Monitors state and federal laws on matters relating to local government, zoning, land use, taxation, civil procedure, bankruptcy, collections, and debtor/creditor law.
- Reviews forms, correspondence or legal documents of which constitutional officers and the County and its boards are a party.
- Prepares court docket and checks docket regularly.
- Maintains records and files; prepares reports; types, copies, faxes, and files pleadings; coordinates meetings and setting trial dates; enters data into the computer.
- Researches delinquent taxpayers' addresses on DMV system; requests credit reports; researches delinquent tax tickets.
- 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 an accredited law school and considerable experience as a practicing attorney.

### **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 _____

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