

## LOUISA COUNTY ATTORNEY'S OFFICE

### Position Title: Assistant County Attorney

#### Summary

The Assistant County Attorney will perform complex professional work under the direction of the County Attorney. The Louisa County Attorney is the Chief Legal Officer and Counsel to the County of Louisa. The Louisa County Attorney reports directly to and is responsible to the Louisa County Board of Supervisors.

The Louisa County Attorney represents the County by providing timely legal services and advice to the Board of Supervisors, Constitutional Officers and Department Heads, including the Louisa Department of Human Services. The Louisa County Attorney also provides legal advice and consultation to all of the various Boards, Authorities and Commissions in and for Louisa County. The Assistant County Attorney is expected to assist the County Attorney in serving all internal clients, but will have primary responsibility for the Louisa County Department of Human Services and for work requested by Louisa County public schools.

The Assistant Louisa County Attorney will perform a wide variety of complex legal work including the management and trial of complex litigation, and review and prepare a wide variety of legal documents including ordinances, legal opinions and contracts.

#### Essential Functions of the Position

**The Assistant County Attorney will, under the direction of the County Attorney and in support of the County Attorney's role, perform the following essential functions:**

1. Counsel and representation of the Department of Human Services on matters of child abuse, neglect of incapacitated adults, welfare, foster care, and other matters mandated by state statutes, including but not limited to:
  - a. Petitions involving protective orders, relief of custody, abuse and/or neglect, emergency removal, preliminary removal, foster care plans, chins, and petitions seeking the termination of residual parental rights;
  - b. Counseling and advising Human Services in any judicial review of plans for foster children;
  - c. Legal advice and court representation on compliance with all subpoena *duces tecum* requesting access to CPS, APS, and Foster Care files or requests for social worker's to testify in court to reveal the source of a child protective services report or other confidential information;
  - d. Petitions or witness subpoenas for court hearings on behalf of Social Services;
  - e. Determining and evaluating available legal options regarding legal issues arising in various complex situations such as multi-jurisdictional cases, conflict of laws issues, quashing of subpoenas, and interpretation of applicable law;

- f. Legal representation to Human Services administrative appeals, or appeals to higher courts;
  - g. Training social workers with respect to the application of legal principles, statutes, and case law regarding juvenile and domestic relations and child welfare laws and procedures.
2. Upon request, serve as counsel to the Louisa County School Board, including attendance at all school board meetings, and serving as the primary risk management officer for LCPS.
  3. Advising the Department of Community Development on land use and zoning issues.
  4. Drafting and enforcing the County Code, including zoning and subdivision ordinances, and enforcing the State building code.
  5. Staying informed of recent court decisions, and recommending changes in wording of policies to conform with law or to protect county from unwarranted claims.
  6. Drafting legal documents including contracts, purchasing agreements and leases.
  7. Gathering and analyzing evidence in cases and reviews pertinent decisions, policies, regulation, and other legal matters.
  8. Appearing in Court in a wide variety of civil and criminal proceedings.
  9. Other duties as assigned by the County Attorney.

### **Required Knowledge, Skills and Abilities**

Thorough knowledge of modern principles and practices of local and State laws and court decisions; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; Ability to provide effective legal counsel to County representatives and agencies; Ability to conduct research and interpret ordinances and federal and state statutes; Ability to prepare and review a variety of legal documents including pleadings, ordinances, resolutions, and contracts; Ability to communicate effectively both orally and in writing; Ability to appear in State and Federal Courts of Virginia on a wide variety of litigation and at least 2 years experience doing so; Ability to establish effective working relations with others.

### **Education and Experience**

Juris Doctor degree, member of the Virginia Bar and considerable prior legal experience including at least 2 years of substantive litigation experience in State and Federal Courts or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **Equipment and Tools Used in Performance of the Essential Functions**

Westlaw; Computer; Charts; Plats; Court Decisions; Ordinance; Statutes

### **Working Conditions and Environmental Hazards Generally Associated with the Performance of the Essential Functions of the Position**

The regular workweek is Monday through Friday from 8:30 a.m. until 5:00 p.m. with a thirty-minute

lunch break. This position will require a flexible schedule to accommodate the needs of the department and the County to include occasional evening, weekend, and holiday hours.

Employee is subject to inside environmental conditions: protection from weather conditions. No environmental hazards indicated for this classification.

**Strength Requirement Associated with the Essential Functions of the Position**

Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods.

**Additional Requirements**

Must also possess a valid driver's license and be willing to submit to a criminal background check and drug testing consistent with Louisa County's Drug Free Workplace Policy.