

## POSITION DESCRIPTION

Class Title: Town Attorney  
Department: Administration  
Worker's Comp Group No.: 054  
Date: October 7, 2016

Job Code Number:  
Grade Number:

### **GENERAL PURPOSE**

Performs professional work rendering legal services to the Town; serves as chief legal advisor, attorney, and counsel for the Town, as well as all officers, and departments in matters relating to their official duties. Responsibilities entail accountability based on measurable cost effective results for the substance, efficiency, productivity and quality of activities performed within divisions.

### **SUPERVISION RECEIVED**

Works under the broad policy guidance of the Town Council with daily supervision provided by the Town Manager.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides legal services to a directorate and to major boards and commissions, personally advising the heads of such groups on legal matters. Also, provides legal counsel to other Town staff as requested.

Manages, supervises and reviews the work of attorneys and legal support staff, as well as managing the office budget, support contracts, etc.

Attends Town Council meetings and other meetings as directed by the Town Manager or the Town Council. Some meetings may occur outside of normal business hours.

Attends meetings of boards and commissions of the Town and renders on-the-spot legal advice.

Drafts ordinances, resolutions, contracts, deeds, leases, releases, franchises and other complicated legal documents on behalf of the Town.

Prepares drafts of bills for introduction in the Virginia General Assembly.

Prosecutes and defends suits, actions and proceedings for and on behalf of the Town.

Processes, defends and litigates claims against the Town.

Prepares cases for trial, interviewing witnesses, examining law and evidence, advises Town Council.

Represents the Town in complex trial and appellate litigation.

Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs.

Analyzes legislation including proposed state and federal legislation affecting the Town.

Reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance and claims. Serves the Town's interests in various contract negotiations. Consults with bond counsel on various matters and issuances.

Conducts title searches, certifies titles and handles closings.

Renders legal advice on complex matters on a daily basis to officers, departments and agencies of the Town and Town Council, including Human Resources.

Performs other duties that may be required by ordinance, resolution, or Town Council.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience:**

Law degree; progressively responsible experience and/or training in the practice of law; preferably municipal law and administrative experience; or equivalent combination of education and experience. Employment requires licensure by the Virginia State Bar and must have the ability to maintain membership as a condition of continued employment. Must have demonstrable trial experience related to local government.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **Language Skills:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints orally or in writing. Ability to make effective and persuasive speeches and presentations on controversial or complex topics. Ability to handle complex trial and appellate litigation and demonstrated skill in legal drafting.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables.

### **Certificates, Licenses, Registrations:**

Licensed to practice law in the Commonwealth of Virginia and be in good standing.

## **SPECIAL REQUIREMENTS**

Must be bondable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, calculator, Dictaphone, telephone, cell phone and texting.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus. Must be able to read ordinary documents.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: October 7, 2016 Revision History: December 30, 2016