

# COUNTY ATTORNEY - SMYTH COUNTY, VIRGINIA



Smyth County is nestled in the scenic Blue Ridge mountains of southwestern Virginia. Rich in natural resources, history and culture, with a population of 32,208 (2010 Census), Smyth County is home to many attractions including parks, historical sites and recreational areas.

Located in the lower portion of western Virginia, Interstate 81 runs through the county's central valley, and intersects with Interstate 77 approximately 25 miles northeast of the Town of Marion. Three towns are located in Smyth County: [Marion](#) (the county seat), [Chilhowie](#), and the town of [Saltville](#).

Smyth County is governed by a Board of Supervisors whose members are elected from each of the seven magisterial districts. With an annual operating budget of \$90 million dollars, the Board of Supervisors are responsible for approving the county budget, setting tax rates and hiring staff who oversee and manage the day-to-day operations of the County.

Smyth County is currently seeking a highly-motivated qualified individual to fill the role of **County Attorney**:

Under the general direction of the Board of Supervisors and the County Administrator, provides legal advice and services to the Board of Supervisors and the County Administrator. Responsible for all County legal services representing the Board of Supervisors and County Administrator in civil, and governmental actions. The County Attorney serves as legal advisor; serves at the pleasure of the Board of Supervisors, and receives general supervision from the Board of Supervisors, and from the County Administrator on a day-to-day basis. Work is performed with a wide degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to extremely complex in nature.

## **Examples of Work:**

- Represent the County central government, its departments, and any other assigned sub-units or appointed agencies of the Board of Supervisors, such as but not limited to Planning Commission and Board of Zoning Appeals. Provide these departments and agencies with legal advice and services as necessary or required.
- Initiate and respond to civil actions on behalf of the County, with primary emphasis on civil and constitutional law.
- Provide legal advice on, and defend the County in, civil rights matters and issues.
- Provide legal advice on matters of civil, constitutional, and administrative law.
- Provide legal review and advice on matters pertaining to contracts and real estate. Oversee the review of all contracts before execution of contractual documents and agreements.
- Manage and review all basic personnel functions of the County to ensure that local personnel policies and practices are in compliance with federal and state regulations and guidelines.

- Defend the Board of Supervisors and County Administrator in any actions or litigation brought against them.
- Serve as the Delinquent Tax Collector for the County, taking appropriate action as necessary to collect delinquent taxes, such as sending out notices and initiating litigation, making court appearances on behalf of the county, etc.
- Draft ordinances and other documents, as necessary or requested, in a timely manner.
- Work closely with the County Administrator providing legal advice in short and long range planning in order to help determine desirable alternative courses of action to provide more efficient and effective services to the Board of Supervisors and the public.
- Develop and maintain a positive and effective liaison with other governmental officials and the public pertaining to legal matters.
- Ensure through legal counseling, that various legal requirements and statutory deadlines are met to avoid potential litigation, compliance with contractual obligations, avoidance of civil rights claims awards, and compliance with various legal funding requirements.
- Attend all meetings of the Board of Supervisors, and other meetings as required by the County Administrator.
- Perform other related duties as required.

**Qualifications:**

Education and Experience:

Juris Doctorate degree, with admission to the Virginia State Bar. Appropriate legal authorization to practice law before the Virginia State Supreme Court, and in Federal, District, and Appeals courts. Prefer undergraduate degree in Business Administration, Personnel or related field. Administrative, advisory, and governmental or business experience; demonstrated knowledge of proficient legal practices and the Code of Virginia as pertaining to County government in Virginia. Ability to plan, organize and present legal positions in a timely manner.

**Knowledge, Skills, and Abilities:**

Professional knowledge of civil, constitutional, administrative, contractual, real estate, tax, and civil rights laws. Considerable knowledge of modern legal practices relating to governmental law and its application to County governments in Virginia; and extensive knowledge of the philosophy and principles of courtroom protocol, conduct, and techniques. Exceptional oral and written communications skills; providing brief, concise, and definitive legal opinions in a timely manner. Confidentiality; good and mature judgment. Knowledge and ability to facilitate the effective outcome of the purpose of legal counsel in a public environment, providing a positive image of the County government. Ability to independently conduct legal research, formulate effective legal strategies, respond to and follow up on requests from the Board of Supervisors and County Administrator in a prompt and timely manner. Outstanding ability to maintain a harmonious working relationship with the Board of Supervisors, County Administrator, other employees, and the public. Agreement to work exclusively for the County, with no formal private practice. Agreement to reside in Smyth County within six months of successfully obtaining position.

**Starting Salary Range: DOE with Full County Benefits**

Applications available online at [www.smythcounty.org](http://www.smythcounty.org) under the Human Resource link.

Apply by submitting resume and County application to:

Smyth County Administrator's Office  
 Human Resource Manager  
 121 Bagley Circle, Suite 100  
 Marion, VA 24354

**Deadline for submission: March 31, 2020**