

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1110

TITLE: COUNTY ATTORNEY

GRADE: X-01

DEFINITION:

Subject to policy determination, to be responsible for representing the County in civil legal actions to which the County is a part or in which the County is interested; to act as legal advisor to the County Board of Supervisors and County officials; and to direct a staff of attorneys engaged in providing the County with civil legal services; and to do related work as required.

ILLUSTRATIVE DUTIES:

Acts as the legal advisor of the Board of Supervisors, the County Executive and all departments, boards, commissions of the County in all matters affecting the interests of the County;
Handles all legal work involved in the acquisition of property and easements for the County;
represents the County as counsel in any civil case in which it is interested and in criminal cases in which the constitutionality or validity of any ordinance is brought in issue;
Draws or approves all bonds, deeds, leases, contracts or other instruments to which the County is a party or in which it has an interest;
Supervises the preparation of all ordinances and resolutions for introduction, and at the request of the Board or any member thereof, shall examine any ordinance or resolution after introduction and render his opinion as to the form and legality thereof;
Attends all Board of Supervisors meetings;
Decides major legal questions referred by the staff and on tax suits; supervises the Office of the County Attorney.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the sources of legal reference;
Knowledge of the principles and practices of law;
Knowledge of local, state, and federal laws and court decisions affecting the practice of law at the county level;
Ability to learn Fairfax County ordinances and resolutions;
Ability to analyze facts and reach logical conclusions;
Ability to express ideas effectively, both orally and in writing;
Ability to plan, assign and review the work of subordinate attorneys;
Ability to maintain effective working relationships with associates, County officials and the public.

EMPLOYMENT STANDARDS:

Membership in the Bar of the State of Virginia or graduation from an accredited law school and eligibility for admission to the Bar of the State of Virginia; PLUS
Five years of experience in the practice of civil law in the employ of a municipal or county government, or acceptable equivalent experience.

An employee in this class who is not a member of the Bar of the State of Virginia on the date of appointment must gain admission to the Bar of the State of Virginia within six months or be separated.

CERTIFICATES AND LICENSES REQUIRED:

License to practice law in the state of Virginia.

NECESSARY SPECIAL REQUIREMENTS:

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full time employment and preclude the private practice of law. However, the phrase “private practice of law” does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

REVISED: January 24, 2001