

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4315 **TITLE:** DEPUTY COUNTY ATTORNEY **GRADE:** L-09

DEFINITION:

Under administrative direction of the County Attorney, oversees one of the three sections within the Office of the County Attorney: personnel issues, the administration of County government, and land use and/or environmental matters **OR** assists the County Attorney in managing, administering, planning and coordinating all work activities of the Office of the County Attorney to include administrative, financial, information technology and legal functions; manages and provides oversight for the daily operations of the Office; acts in the County Attorney's absence; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Employees in this class have final authority for the review and approval of all outgoing work for their respective functional area of assignment.

ILLUSTRATIVE DUTIES:

Supervises, evaluates and delegates work assignments to senior supervisory attorneys;
Reviews and approves outgoing opinions;
Reviews and approves ordinances, resolutions, and other legal documents;
Personally prepares and presents major cases and legal opinions which are significant policy matters;
Meets with representatives of County committees, boards and agencies to provide legal advice/assistance and to investigate opportunities for initiating plaintiff litigation;
Conducts legal research;
Renders legal opinions;
Instructs, advises and assists attorneys;
Prepares reports and correspondence on legal matters;
Oversees, evaluates and coordinates work assignments to Deputy County Attorneys for each section;
Performs and/or oversees personnel, financial, budgeting, information technology, and purchasing functions for the entire office.

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:

Must be an active member in good standing of the Virginia State Bar.
Ten years of experience in the practice of civil law in the employ of a municipal or County government, or acceptable equivalent experience. Extensive litigation experience.

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 public 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.

REVISED	July 9, 2009
REVISED:	November 2, 2006
REGRADE:	April 3, 2006
REVISED:	December 1, 2004
REVISED:	January 24, 2001
REVISED:	January 8, 1990
ESTABLISHED:	May 1980