Seeking applications for the following position:

TOWN ATTORNEY
FLSA status: EXEMPT

POSITION OPEN UNTIL FILLED.

Salary Range, Benefits and Classification
Salary Range $120,000 - $160,000 annually, salary is negotiable depending on Qualifications and Experience. The Town of Dumfries offers a full range of employee benefits, including healthcare, retirement.

General Description
Performs professional work rendering legal services on a broad range of matters to the Town; serves as chief legal advisor for the Town Council, as well as to all officers and departments, and other entities of the Town in matters relating to their official duties. Reports directly to the Town Council and works under the broad policy guidance of the Town Council. The selected candidate must have the ability to work independently.

Key Responsibilities
- Provides legal advice and representation to the Town Council, Town Manager, and administrative staff, as well as advises the Planning Commission and other Town officers and entities to the extent that such work is consistent with the policy or direction of Town Council.
- Attends Town Council meetings and other meetings as directed by the Council or as requested by the Town Manager. Attends meetings of the Planning Commission, Board of Zoning Appeals, and other entities of the Town as needed. Some meetings occur outside of normal business hours.
- Drafts ordinances, resolutions, contracts, deeds, leases, releases, franchises, and other legal documents on behalf of the Town.
- Provides legal review of and drafts and revises Town policies and regulations.
- Prosecutes misdemeanors in Juvenile & Domestic Relations Court and General District Court on behalf of the Police Department, and criminal and civil zoning enforcement matters on behalf of the Zoning Administrator.
- Processes and advises the Council and Town Manager on claims against the Town.
- Litigates lawsuits, administrative and other proceedings on behalf of the Town which are not covered by Town insurance, and where the Town has insurance coverage, works with the insurer.
- Prepares cases for trial (including, but not limited to, interviewing witnesses, researching law and evidence, preparing pleadings and memoranda, and litigating the case).
- Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs for the Town and in court and administrative proceedings.
Reviews, revises, drafts, and provides advice regarding proffers, conditions, and other land use documents.

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

Reviews the legality and/or sufficiency of contracts, bonds, procurements, leases, insurance.

Pursues the Town’s interests in various contract negotiations.

Consults with bond counsel on various matters and issuances.

Coordinates acquisition and disposition of real property or works with attorneys or entities qualified to do so.

Works cooperatively with any outside counsel recommended by the Town Attorney or required by the Town Council and approved by the Town Council.

Performs other duties that may be required by the Town Code, Town Council or Town Manager.

**Minimum Qualifications**

- Employment requires licensure by the Virginia State Bar and continued licensure in good standing is a condition of employment.
- Must have criminal trial experience in Juvenile & Domestic Relations Court or General District Court.
- Must have 3 to 5 years’ experience in local government or municipal law or an equivalent combination of education and experience.
- Must have excellent written and communication skills and strong interpersonal skills.
- Must possess and maintain a valid driver's license.
- Must submit to criminal background check.

**Preferred Qualifications**

- Administrative experience in a law office or municipal entity.
- Civil trial experience related to local government.
- Prosecutorial experience is a plus.
- Progressively responsible experience as a lawyer practicing municipal or local government law.

**Americans with Disability Act Requirements**

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the essential functions of the job. Prospective employees are encouraged to discuss accommodations.

**Physical Requirements and Working Environment**

Due to the nature of anticipated work assignments for a locality, employees must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraints. The essential duties of this position may require the ability to regularly talk, hear, see, and perform repetitive motions; frequently reach and finger; use a computer, telephone, and other communication devices, and occasionally climb, balance, stoop, kneel, crouch, crawl, reach, stand, push, pull, lift, walk, grasp, and feel. In terms of the physical strength to perform the essential duties, this position is considered to be sedentary, exerting up to 15 pounds of force occasionally, and a negligible amount of force to move objects such as filing boxes and paper, and transportation of materials to court and other venues.
APPLICANTS MUST COMPLETE AN EMPLOYMENT APPLICATION LINK PROVIDED:
Microsoft Word - Dumfries Employment Application (revize.com)

INQUIRIES REGARDING THIS POSTING

Hill-Christian Consulting, LLC is facilitating this search on behalf of the Town Manager. Please forward inquiries directly to Sheila Hill-Christian at Sheila@hillchristianconsulting.com or call 1(833)787-8723.