

BOARD OF COMMISSIONERS
Larry Chapman, Chair
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COUNTY MANAGER
Jaime Laughter
828-884-3100
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101 South Broad Street
Brevard, NC 28712

Position Vacancy Announcement

CLASSIFICATION: County Attorney
GRADE: 25
SALARY: \$64,340.64 – 80,425.80 – 96,510.96
DEPARTMENT: Legal Department

Duties & Responsibilities: Serves as the County Attorney for Board of Commissioners, County Manager, Boards and County Departments as well as the general counsel to DSS and its Board, Managers and supervisors. The position supervises a part-time administrative and part-time paralegal position.

With the Department of Social Services provides legal counsel for child protective services, foster care, adoption, adult protective services and child support enforcement cases. Provide training as necessary for staff in the area of effective testimony and court performance. Assist in the filing of petitions by reviewing and amending all draft petitions to insure legal requirements are met. Confer with appropriate staff on cases to be heard in court. Submit orders to the court based on the state's model and within the required timelines Schedule hearings in juvenile cases within the guidelines established by state law and policy. Attend Permanency Planning, DSS Board and other meetings as requested by the DSS Director. (Estimated 75% DSS)

With the County provides legal advice to the Board of Commissioners, County Manager, department heads, County departments, agencies, and commissions. Serves as legal counsel for the Board of Commissioners, County Manager, all Boards and County departments. Prepares and responds to legal claims against the County; researches case law and court rulings; determines merits of a case and points of law; analyzes pertinent statutory and case law, administrative and procedural rules; develops case strategy and legal arguments; conducts civil and administrative litigation. Represents the County in court proceedings at any State and/or Federal level; prepares documents such as discovery, interrogatories, and depositions; prepares witnesses; participates in jury selection; prepares and presents opening and closing arguments before juries; prepares and argues various appropriate legal motions; and cross examines witnesses. Attends meetings of County boards and commissions and renders immediate legal advice when necessary. Prepares contracts for a wide range of services, ensuring legal compliance and elimination of risk for the County; also prepares leases, deeds, agreements and other legal documents. Interprets and drafts ordinances, policies, proclamations and resolutions and makes appropriate recommendations. Researches, analyzes, and interprets legal issues and prepares necessary documentation and recommendations for action; prepares legal opinions and briefs. Conducts legal research on a

variety of issues relating to any County service programs and/or administrative business areas; may include research of constitutional law. Consults with Human Resources Director, department heads, the County Manager, and officials on all disciplinary suspensions and termination decisions ensuring compliance with local, State and Federal laws, ordinances, and policies. Prepares documents for and handles real estate closings and acquisitions. Prepares and reviews County policies to for adoption by the Board of Commissioners. Prepares and manages departmental budget. (Estimated 25%)

Minimum Education and Experience: Graduation from an accredited school of law, license in good standing with NC Bar to practice law in the State of North Carolina. Must have strong background in DSS or Family Court/Law. The preferred candidate will have a strong legal research and writing skills; a broad knowledge and general understanding of applicable local, state and federal laws; and some related experience performing professional legal work and serving as legal counsel in a North Carolina; or an equivalent combination of education, training, and experience. Requires knowledge of case, statutory, regulatory and common law including but not limited to GS 153A: Counties, GS 40A: Eminent Domain, GS 108A: Social Services, GS 159: Local Government Finance, GS 160A: Cities and Towns, GS 105: Taxation and the Machinery Act of NC, GS 126 North Carolina Human Resources Act, and Environmental and Natural Resources laws, and State and Federal Constitutional law. Considerable knowledge of judicial and quasi-judicial procedures and the rules of evidence. Ability to conduct civil or criminal litigation. Ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions and other precedents. Ability to research and analyze facts, evidence, and legal instruments. Ability to express conclusion and arguments clearly and logically in oral and written forms. Ability to maintain effective working relationships with Board officials, County Manager and department heads, judges, other attorneys, and other employees. Ability to exercise sound judgment.

Application Deadline: Open Until Filled

Application Process: All interested applicants must submit a resume & supporting information to: County Attorney, Attn: Sheila Cozart, 101 South Broad Street, Brevard, NC 28712. For more information inquire at jobs@transylvaniacounty.org. If applicants are chosen for further consideration, candidates will be requested to provide writing assessments prior to interviews.