



Assistant County Attorney

Please look at what you can expect to earn as a **Assistant County Attorney** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
 - Vested in just five (5) years.
 - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$88,358 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.

JOB TITLE:	Assistant County Attorney	GRADE	17
DEPARTMENT:	County Attorney	FLSA STATUS:	Exempt
REPORTS TO:	County Attorney		

GENERAL DEFINITION OF WORK:

Assist in providing legal advice to the Board of County Commissioners of Washington County and its boards, commissions, departments, agencies, and employees (collectively the "County") and in representing the County, primarily in civil matters. Some commitments may require the employee to be present at gatherings in the evenings, both in the office and at various outside locations. Direction is provided by the County Attorney.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.)

1. Perform legal research and provide legal advice and opinions, both formal and informal, written and verbal.
2. Prepare and review contracts, real estate instruments, pleadings, and other legal documents.
3. Interpret and assist in enforcement of County laws.
4. Draft laws, resolutions, policies, ordinances, rules, and regulations.
5. Attend meetings and provide legal counsel.
6. Respond to citizen inquiries.
7. Represent the County in litigation before State courts and administrative agencies.
8. Assist with advancing and monitoring the County's legislative initiatives in the General Assembly.
9. Cooperate with outside counsel to facilitate litigation activities involving the County.
10. Respond to Public Information Act requests.
11. Perform related work as directed by the County Attorney.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of legal research, principles of substantive law, and civil and administrative procedure.
2. Ability to understand and analyze varied factual scenarios and legal materials, present logical conclusions from analysis and develop creative approaches to problem solving.
3. Ability to develop and maintain effective working relationships with co-workers, media representatives, government officials, and the general public.
4. Strong and effective communications, research, and writing skills.
5. Preference may be given to those with intermediate to advanced computer skills, particularly with respect to Microsoft Office, computer-assisted legal research, and computer-based case management.

EDUCATION AND EXPERIENCE:

1. Graduation from a law school accredited by the American Bar Association.
2. At least three years' experience as an attorney is preferred. Preference may be given for legal experience in a governmental setting, administrative law, municipal law, land use law, labor law and litigation.

PHYSICAL REQUIREMENTS:

This work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities.

SPECIAL REQUIREMENTS:

Applicant must be licensed to practice law in the State of Maryland, a member in good standing of the

Maryland Bar, have not been the subject of adverse bar disciplinary actions, and in compliance with all other requirements prescribed by statutes, rules and regulations applicable to the practice of law.

Possession of a valid driver's license.

The position requires a minimum of forty (40) hours per week and the employee is not permitted to maintain an office for private practice of law.

Exempt from the provisions of Fair Labor Standards Act .

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Human Resources: 5/2017, 12/2019

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to hrservice@washco-md.net

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying

or

Apply Online: <https://www.washco-md.net/internal-jobs> .

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

OPEN UNTIL FILLED