ASSISTANT CITY ATTORNEY

SALARY: DOQ
LOCATION: City Attorney’s Office
STATUS: Classified/Full-Time
CLOSING DATE: Open Until Filled

Represents the City of Petersburg, its agencies, divisions, departments and employees in legal matters, including litigation, acquisition of real property and general business matters. Gives advice and consultation regarding interpretation of contracts, codes, statutes, regulations and ordinances. Prosecutes and enforces matters of interest to the City of Petersburg including employment disciplinary hearings, proceedings pertaining to regulatory violations and proceedings concerning violations of city ordinances. Work is performed under the general supervision of the City Attorney.

QUALIFICATIONS: Possession of a LLB or JD from an accredited law school, a license to practice law in the Commonwealth of Virginia and be in good standing with the Virginia State Bar. Minimum of four years of progressively responsible experience practicing law and considerable knowledge of municipal law.

KNOWLEDGE, SKILLS AND ABILITIES: Progressively responsible experience practicing law and considerable knowledge of municipal law, contracts, administrative process, and real property; general knowledge of local, state, and federal laws, and court decisions affecting municipalities; ability to handle trial and appellate litigation; excellent organization and communication skills.

SPECIAL NOTICES: Final applicants will be required to submit to a criminal background investigation and submit to urinalysis screening for illegal drug use. Employees in this position are subject to random drug testing.