

Job Description

Title: **Town Attorney**
Reports to: Town Council and Town Manager

I. Primary Function/General Purpose

Responsible for providing legal services to the Town of Colonial Beach Departments and Town Council. The primary duties of this position will include; real estate transactions, tax compliance, code enforcement matters, and Freedom of Information Act compliance.

II. Employment qualifications:

- Juris Doctor from accredited law school.
- Minimum of five (5) years of experience as a practicing attorney.
- Preferably a minimum of five (5) years of experience with municipal law.
- Eligibility to practice law in the Commonwealth of Virginia.

III. Essential job functions:

- Advises town leaders on matters related to ethics, ordinances, contracts, land use, taxes and finance.
- Review all contracts and memorandums to ensure the town's legal interest is not compromised.
- Draft ordinances, resolutions and charter revisions.
- Attends council meetings at least two nights a month.
- Represents the town in litigations.
- Pursue collection of delinquent taxes and other accounts.
- Stays informed on all state and federal level laws that impact the town.
- Prepares legal documents including but not limited to, contracts, deeds, leases and memorandums of understanding.
- Performs training for staff and Council Members to educate on the Freedom of Information Act and Conflict of Interest Act.

Salary negotiable based upon experience.

In order to be considered each applicant must submit the following:

1. Cover Letter
2. Detailed Resume
3. Contact information for three References

**Application must be submitted by the COB
on August 21, 2020**

Mail: Town of Colonial Beach
Attn: Laura Corbin
315 Douglas Avenue
Attn: Town Clerk
Colonial Beach, Virginia 22443
Electronic Submission:
lcorn@colonialbeachva.net