

## **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

**Mail: Town of Colonial Beach**  
Attn: Laura Corbin  
315 Douglas Avenue  
Colonial Beach, Virginia 22443  
**Electronic Submission:**  
[lcorbin@colonialbeachva.net](mailto:lcorbin@colonialbeachva.net)

**Position Open Until Filled**