



# Town of Wytheville

Job Opening

## Job Title: **Town Attorney**

(Full-time with benefits.)

**ANTICIPATED SALARY RANGE:** \$77,896 - \$116,854; Actual compensation will be DOE/DOQ.

**JVA#:** 2023-04

**DEPARTMENT:** Administration

**POSTED:** May 26, 2023

**POSITION SUMMARY:** The Town Attorney serves as the chief legal advisor and general counsel to the Wytheville, VA Town Council. This position provides legal services and legal representation to Town leadership and other town employees in all matters related to town operations. Performs professional and administrative work as it relates to the provision of legal services, including but not limited to legal review, legal document generation, legal representation, court filings and policy guidance.

➔ **A Position Description and Additional Information may be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

**MINIMUM DESIRED QUALIFICATIONS:** Law degree from an accredited School of Law required. Employment requires licensure by the Virginia State Bar and said licensure must be maintained in good standing at all times as a condition of employment. Minimum experience of three (3) years working in a municipal law office or as a contractual attorney to a municipality. Specific experience regarding land use is desirable. Must have demonstrable trial experience related to local government and experience in court procedures related to code enforcement and/or prosecuting ordinance violations.

**Knowledge/Skills/Abilities:** This position requires a comprehensive understanding of Virginia law and the legal relationship between municipal government, the Code of Virginia and preemptive state and federal statutes. Ability to read, analyze, and interpret complex legal documents. Effective communication skills, both orally and in writing. Public speaking and the ability to deliver presentations on controversial or complex topics. Ability to handle complex trial and appellate litigation and demonstrated skill in legal drafting. Good judgement and the ability to maintain confidentiality and emotional intelligence in dealing with sensitive issues. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables. Computer skills required to store, edit and draft documents and prepare presentations. Must be well organized and detail oriented.

**HOW TO APPLY:** Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town of Wytheville Municipal Building at 150 E. Monroe St., Wytheville, VA.

Please submit a cover letter, resume and completed application via email to: [human.resources@wytheville.org](mailto:human.resources@wytheville.org), or by fax to: 276-223-3453, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

**CLOSING DATE:** Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

**The Town of Wytheville is an Equal Opportunity Employer**