



Donald Ike McRee
County Manager

Currituck County Human Resources
153 Courthouse Road
Currituck, NC 27929

Phone: 252-232-3228
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CURRITUCK COUNTY ATTORNEY

LOCATION: 153 Courthouse Road, Currituck, NC

POSITION AVAILABLE: Immediately

SALARY: Dependent on qualifications

SUMMARY

Currituck County seeks an experienced lawyer to serve as County Attorney. Appointed by the Board of County Commissioners, the County Attorney works under the general direction of the County Manager and handles a variety of legal matters. The County Attorney also works with numerous stakeholders including the Board of County Commissioners, the County Manager, Sheriff, Register of Deeds, department heads, employees and the public.

ABOUT THE DEPARTMENT AND POSITION RESPONSIBILITIES

The County Attorney's office currently consists of the County Attorney and Legal Assistant. The County Attorney's office provides daily legal counsel to the Board of County Commissioners, the County Manager and county departments on nearly all aspects of the county's work and represents the County in judicial and administrative proceedings as well as county advisory boards and collaborates with outside counsel retained by the county to assist with specialized matters as needed.

The County Attorney's office participates in all aspects of legal work, including, but not limited to, drafting and reviewing contracts, advising on land use and zoning matters, negotiating settlements, collection of taxes and other debts owed the county and drafting and revising ordinances and policies. The successful candidate must be willing to learn new areas of the law, meet challenges and adapt to change.

The position is full time. The regular business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The County Attorney attends bi-monthly evening Board of County Commissioner meetings and other county board meetings as necessary. Additionally, the County Attorney must be available to advise on emergency situations occurring outside normal business hours. The County Attorney must exercise independent judgment and initiative and must communicate promptly, courteously and clearly about county legal matters. Impeccable legal ethics, professionalism and commitment to fairness and public service are essential.

LICENSE/EXPERIENCE

- Juris Doctorate degree from an ABA accredited law school
- Licensed to practice law in North Carolina in good standing
- A minimum of seven (7) years practicing law with a preference for local government experience

SPECIAL JOB REQUIREMENT: Employment drug test, college transcript, driver's history screen and criminal background check required of finalist applicant(s).

HOW TO APPLY: Visit <https://co.currituck.nc.us/employment-opportunities> to complete an application. Applicants must include a resume, three or more references, a cover letter succinctly describing interest in the position, and a writing sample that represents the applicant's legal work. Applications should be submitted no later than March 15, 2022 to be considered, but the county considers the position open until filled.

FOR MORE INFORMATION:

Currituck County Human Resources
153 Courthouse Road #103
Currituck, North Carolina 27929
www.currituckgovernment.com

or
North Carolina Department of Commerce
111 Jordan Plaza
Elizabeth City, North Carolina 27909
Job Referral # 12133586 NC

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ATTORNEY

LEGAL DEPARTMENT

GENERAL STATEMENT OF JOB

The County Attorney of Currituck County shall be the legal council of the County Government for the Board of Commissioners and shall be responsible for the legal issues of all departments of the County Government which the Board of Commissioners has the authority to control. He or she shall hold office at the will of the Board of Commissioners and shall be entitled to such reasonable compensation for services as the Board of Commissioners may determine.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The County Attorney shall have the following specific responsibilities and duties:

To be the legal advisor of the County Government for the Board of Commissioners to direct in legal matters all County offices, departments and agencies under the general control of the Board of Commissioners, subject to the general control and direction of the Board of Commissioners.

To advise on all the policies, orders, resolutions, and regulations of the Board of Commissioners to those concerned thereby. To be present for all meetings of the Board of Commissioners, regular and special, unless excused.

He or she shall from time to time recommend to the Board of Commissioners such measures for adoption as shall be deemed desirable in carrying out the administration, improvement, and efficiency of County Government, and will ordinarily be expected to participate in all discussions and to present views on all matters coming before the Board.

He or she shall keep the Board of Commissioners informed of the legal issues of all the departments, commissioners, and agencies of the County Government which the Board of County Commissioners has the authority to control, and to make reports to the Board from time to time upon the legal affairs of the County and to keep the Board fully advised as to any legal issues concerning Currituck County.

ADDITIONAL JOB FUNCTIONS

The County Attorney shall perform such other duties as may be assigned to him/her by the Board of County Commissioners. Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

MINIMUM TRAINING AND EXPERIENCE

Successful completion of the Bar with considerable experience in governmental policy and procedure, including thorough knowledge of State law governing County administration; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, calculators, dictaphones, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read correspondence, narrative and statistical reports, governmental records, legal documents, etc. Requires the ability to prepare correspondence, reports, technical studies, budgets, ordinances, etc., using prescribed formats, and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and effectively in a variety of technical or professional languages including accounting, legal and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determining percentages and decimals; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment and motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress and when confronted with people acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of County organization and operational policies and procedures.

Thorough knowledge of State General Statutes pertaining to the administration of County government.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state or local laws, rules and regulations.

Thorough knowledge of the principles, practices, procedures and philosophies of public personnel administration.

Thorough knowledge of federal and state laws, rules and regulations governing personnel administration.

Thorough knowledge of the practices and procedures for planning and formulating departmental budgets and monitoring related expenditures.

Thorough knowledge of the organization and operation of County departments.

Thorough knowledge of the principles of supervision, organization, and administration.

Thorough knowledge of standard research and investigation methodology, practices and procedures.

Thorough knowledge of the current literature, trends, and developments in the fields of public policy administration.

Considerable knowledge of personnel and management principles, practices, and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.

Considerable knowledge of legal requirements regarding purchase of supplies and equipment for County operations.

Skill in the collection, analysis and presentation of statistical and technical data.

Skill in effectively expressing ideas orally and in writing.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved programs, services and activities.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.

Ability to organize disparate groups of professionals into cohesive working groups.

Ability to use independent judgment and discretion in preparing goals, setting schedules, assigning work and planning for future needs of the County.

Ability to establish and maintain complex records and files.

Ability to assign and supervise the work of subordinate professional and technical personnel.

Ability to prepare and make oral presentations before large groups of people.

Ability to exercise tact and courtesy in frequent contact with County and other public officials of various levels of authority and influence, media representatives and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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