**County Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a County Attorney to prosecute criminal and civil offenses, represent the county government in legal proceedings, and advise county officials on civil matters.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Serves as legal counsel for the Board of Legislators and department heads
* Prepares local laws and ordinances
* Legislative resolutions and motions
* Prepares and reviews contracts
* Participates in the development of county policies and procedures
* Monitors state and federal legislation as it relates to County government
* Provides legal representation in all civil actions by or against the County
* Prosecute Juvenile Delinquents and Persons In Need of Supervision (PINS)
* Responsible for the overall supervision of departmental employees
* Prepares and administers the departmental budget
* Does related work as required

### About you

* Doctorate of Jurisprudence from an accredited law school
* Admission into the State Bar of [insert location] or ability to gain admission by date of hire
* Strong organizational skills and a proven ability to maintain accurate, detailed, and confidential records
* Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel and external agencies on legal matters
* Ability to exhibit a high level of confidentiality and integrity while handling sensitive matters
* Demonstrate a high level of initiative and responsibility and work independently
* Ability to work under pressure in a high-volume office, produce accurate work, and meet established deadlines
* Possess or obtain a valid [insert location] driver's license within 30 days of hire
* Possess and maintain a satisfactory Motor Vehicle Record

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]