

RECRUITMENT ANNOUNCEMENT

DEPUTY LEGAL DIRECTOR BERKELEY COUNTY COUNCIL

\$91,035 TO \$143,724 (depending on qualifications)

APPLICATIONS MAY BE OBTAINED AT www.berkeleywv.org. APPLICATIONS AND OR RESUMES MAY BE SUBMITTED TO THE BERKELEY COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401 OR deputydirector@berkeleywv.org UNTIL 5:00 PM, FRIDAY, OCTOBER 2, 2020.

GENERAL RESPONSIBILITIES:

Performs complex professional and administrative work providing legal advice to the County Council and affiliated boards, commissions, departments, and agencies. Represents the County Council, other county constitutional officers when needed and the offices within before state and federal courts and administrative agencies. Supervision is received from Legal Director and/or County Administrator.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

(Duties & responsibilities to be assigned by Legal Director.)

- Counsel and advise the County Council, County Departments, and other Constitutionally Elected Officials. Represent the County in litigation before state and federal courts and administrative agencies and manage legal matters in which the County is represented by outside counsel.
- Draft, interpret and enforce utility and land use laws. Prepare and review planning, engineering, real estate and other legal documents.
- Perform legal research.
- Draft laws, resolutions, policies, ordinances, rules and regulations for Berkeley County.
- Attend County Council and Planning Commission meetings and advise as appropriate.
- Attend meetings as needed (day, evening, and weekend) of the County Council and other bodies to provide legal counsel.
- Respond to citizen inquiries to include Freedom of Information Act requests.
- Work with the County Administrator in preparing legislative packages to be presented to the appropriate state/federal agency.
- Provide legal counsel to the County Council, Planning Commission and department managers regarding local government and corporate rights and obligations.
- Prepare and present agenda items at County Council meetings. Ensure that the County's intent is accurately expressed in all contractual and personnel matters.
- Provide legal advice to members of staff, County Council and Planning Commission relevant to County operations.
- Draft and review instruments affecting real and personal property, financing, contracts, legislation, pleadings, decisions of various boards and commissions, and other legal documents or agreements that have legal consequence.
- Negotiate contracts, agreements, leases and settlements.
- Perform related work as required.

QUALIFICATIONS AND REQUIREMENTS:

- Thorough knowledge of legal research, principles of substantive law and civil and administrative procedure.
- Ability to understand and analyze varied factual scenarios and legal materials, present logical conclusions from analysis and develop creative approaches to problem solving.
- Ability to develop and maintain effective working relationships with co-workers, media representatives, elected officials and the general public.
- Strong and effective communications, research and writing skills.
- Computer proficiency including MicroSoft Office, computer assisted legal research, electronic communications and computer based case management.

EDUCATION, LICENSES AND EXPERIENCE

- Graduation from an accredited law school.
- Admission to practice law in the State of West Virginia
- Minimum of 3-5 years of experience as a practicing attorney in the State of West Virginia with preference given to individuals with experience working in a public/government environment.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions

SPECIAL REQUIREMENTS

- Applicant must be licensed to practice law in the State of West Virginia, be a member in good standing of the West Virginia Bar, have not been the subject to adverse bar disciplinary actions, and in compliance with all other requirements prescribed by statutes, rules and regulations applicable to the practice of law in the State of West Virginia and United States.
- Possession of a valid driver's license.
- Ability and willingness to attend evening and/or weekend meetings as required.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid two times per month. A new employee ordinarily starts work at the entry rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

Years of Service	Days Per Month	Days Per Year
0-5 years	1.25 days	15 days
5-10 years	1.50 days	18 days
10-15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER