



# Onslow County Position Vacancy Announcement

## LEGAL

### POSITION TITLE: COUNTY ATTORNEY

#### Hiring Range

Negotiable upon Education and Experience

#### Opening Date

January 4, 2010

#### Closing Date

March 1, 2010

#### How to apply?

County application form, resume with three (3) professional references, and cover letter identifying the applicant's strengths and salary history must be submitted by 5 pm on the closing date to:

#### Jeff Hudson

County Manager

4024 Richlands Highway  
Jacksonville, NC 28540  
910-347-4717 Phone

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position announcement.

**ONLOW COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER  
M/F/D/V**

**Onslow County Government is accepting applications from practicing attorneys for the full time position of County Attorney.**

#### Position Responsibilities

This position will provide general legal services (policies, regulatory and compliance requirements, litigation, employment law, etc.) to Onslow County Government (County Commissioners, County Manager, County Departments and Boards). This position will report to a 5-member Board of County Commissioners and requires availability for evening meetings.

#### Knowledge, Skills and Abilities

Comprehensive knowledge of local, state and federal laws and court decisions affecting counties and municipalities in North Carolina; thorough knowledge of standard office procedures, practices and equipment; ability to present complex ideas effectively orally and in writing; ability to establish and maintain effective working relationships with Board of Commissioners, County Manager, County employees, court officials, members of the bar, and the general public; ability to handle complex trial and appellate litigation; ability to plan and supervise the work of subordinate or retained attorneys; ability to prepare and render complex legal opinions; skilled in legal writing, grammar and legal terminology; skilled in analyzing data and drawing conclusions; skilled in researching information, writing legal documents and preparing correspondence; skilled in counseling and advising parties; skilled in interpreting and applying laws and regulations; skilled in communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; ability to read and understand legal reports; and the ability to negotiate settlements.

#### Minimum Education and Experience

Any combination of education and experience equivalent to graduation from a law school accredited by the American Association of Law Schools with five or more years experience as a practicing attorney, preferably with local government law experience as well as strong interpersonal, research, verbal and written communication skills.

#### Special Requirements

Must be licensed to practice law in the State of North Carolina and possession of all other qualifications as required by State Statute.