



# COUNTY ATTORNEY

COUNTY OF PRINCE GEORGE, VA



Prince George County....A welcoming community – Embracing its rural character –  
Focusing on its prosperous future

Prince George County is seeking an experienced professional to serve as County Attorney. The County Attorney, appointed by the Board of Supervisors, supervises the legal affairs of the County and represents the County in legal matters. The Legal Office includes the County Attorney, Assistant County Attorney and Legal Assistant.

This recruitment profile provides background information on the community, its government operations and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for successful performance as County Attorney.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to The Berkley Group via email at [karen.edmonds@bgllc.net](mailto:karen.edmonds@bgllc.net). While the position is open until filled, **first review of candidates will occur by October 17, 2025**. Inquiries relating to the County Attorney position may be directed to:

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## THE COMMUNITY

Prince George County (population 42,657 as of 2024), the fifth fastest growing county in the Commonwealth of Virginia, is located just 27 miles south of Richmond, the state capital, and within the Greater Richmond Region. The northwestern corner of the County—near the independent cities of Hopewell, Petersburg and Colonial Heights—along with Fort Lee, a United States Army post—is urban, while the rest of the County is rural with most land devoted to agriculture and timber production. The County provides ideal access to all major East Coast and Sunbelt markets via Interstates 85, 95 and 295. The impacts of growth and its related decision-making processes provide challenges and opportunities for funding and infrastructure improvements.





Prince George County is a friendly community, proud of its rural heritage and working to preserve farmland while designating specific areas in the northern portions of the County for business development. The County's industrial park has many internationally known businesses, including Amazon, Goya Foods, and Perdue Farms. Prince George has a strong logistics, military, and information economy with Fort Lee, the County's largest economic asset, serving as a catalyst for progress.

Prince George County is rich in history from the first days of Captain John Smith's exploration of the new world through the Civil War. President Lincoln spent two weeks in Prince George County just before the fall of Petersburg and Richmond as the Civil War was ending. In addition to an abundance of history to explore, the County also offers miles of waterfront on the James River and its tributaries for boating and fishing, as well as ziplining, hiking, and biking. The Tri-cities of Hopewell, Petersburg, and Colonial Heights and the County have become a culinary destination, offering homemade honey and mead, locally roasted coffee beans, fresh oysters, down-home BBQ, and other unique dining opportunities that draw visitors from around the region.

Prince George County provides a variety of educational options, including Prince George High School, N.B. Clements Junior High School, J.E.J. Moore Middle School, and five elementary schools. Richard Bland College, a public two-year college in the southern portion of the County, offers both in-person and online courses to prepare students for university transfer.

Prince George County continues to experience steady population and economic growth while maintaining an optimum quality of life for its residents. Its rural characteristics and close proximity to the amenities of

## THE ORGANIZATION

Prince George County operates with five elected Supervisors under the traditional form of county government, with chair of the Board of Supervisors rotating every year. The Board has legislative responsibilities, including adoption of ordinances and resolutions which govern the County. The Board also has administrative responsibilities such as levying taxes, establishing a budget, appropriating funds, and overseeing general County operations.

The County Attorney answers to the Board of Supervisors, who are elected from two defined districts. Two members are elected from District 1, and three members are elected from District 2.

The County Attorney advises the Board of Supervisors, County Administrator and other members of County staff concerning the County's compliance with federal, state and local statutes and ordinances and maintains communications with other relevant parties, including members of the County's legislative delegation and chief legal officers of other localities in the region.

The County Attorney oversees and manages the County's Legal Office, including the Assistant County Attorney and Legal Assistant positions.







## POSITION RESPONSIBILITIES

Serves as legal advisor and parliamentarian to the Board of Supervisors, the County Administrator and departments, boards, commissions, and agencies of the County; provides interpretations of codes, ordinances, statutes, regulations, and legal and legislative proceedings; furnishes written opinions on questions of law when requested.

Prepares ordinances, deeds, contracts, agreements, leases, franchises, releases, and other legal documents on behalf of the County.

Serves as the County's FOIA officer.

Assists in the development of and compliance with various County legal policies, agreements, and contracts, including personnel and procurement policies.

Assists in personnel matters, including policy development, training, and interpretation; participates in grievance procedures when appropriate.

Prosecutes violations of County ordinances and participates in legal proceedings necessary to protect the interests of the County.

Manages any potential, threatened, or actual litigation, representing the County as counsel or engaging and coordinating with outside counsel when appropriate.

Defends County employees in actions brought against them for conduct while in the line of duty.

Oversees and manages County real estate matters, including the preparation of leases, contracts, title research, and the sale of tax delinquent property.

Establishes effective internal and external working relationships, works in partnership with the County Administrator, and collaborates, as needed, with the County's constitutional officers.

Prepares and presents training to the Board of Supervisors, County staff, and members of boards and commissions on the Virginia Freedom of Information Act (FOIA), the State and Local Government Conflict of Interests Act (COIA), and the Virginia Public Records Act.

Monitors legislation proposed in the Virginia General Assembly, advises the Board of Supervisors and the County Administrator of potential local impacts of such legislation, and assists the Board in developing positions on such legislation; communicates Board of Supervisors' position to members of the General Assembly.

Monitors federal legislation and regulations impacting local governments and communicates, as necessary, with the County's congressional representatives and their staffs.

Attends meetings of the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and Economic Development Authority. Attends other meetings as needed.

Appoints and removes the Assistant County Attorney and the Legal Assistant and such other employees of the Legal Office as shall be authorized by County Board of Supervisors.

Fulfills other duties as may be assigned by the Board of Supervisors.

## PERSONAL TRAITS AND DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, impartial, and transparent interactions with members of the Board of Supervisors, the County Administrator, County department directors, County citizens, constitutional officers, and court officials.
- Professionally knowledgeable and competent, with confidence tempered by humility, fairness, and consistency.
- Decisive in decision-making, adhering to timelines; able to keep things moving, while being open to others' perspectives.
- Able to lead as a team player while being approachable and solution minded; to multi-task among many responsibilities; and to set priorities and expectations of self and the Legal Office.
- Possess an understanding of the political environment and is able to present in that light.
- Able to work cooperatively with other County officials and employees in a non-favoritism manner.
- Maintain regular and equal communications with members of the Board of Supervisors; ensure accessibility and approachability; keep the Board informed of legal matters and respond promptly to inquiries.
- Exercise sound independent judgment and render straightforward advice; refer not only to the law but to other considerations such as moral, economic, social, and political factors that may be relevant to a situation.
- Able to provide legal advice and legal support to the Board of Supervisors and the County Administrator in an assertive but respectful manner.
- Provide well-researched, succinct, prudent, and clear legal options to the Board of Supervisors; is proactive in approach to work; is able to present well.
- Understand that decision-making responsibility and authority rests with Board of Supervisors as a whole body; fully advise and guide the Board of the potential legal consequences of a decision and respect and support the Board's final decision.
- Respect and understand the County's history, with a dedication to serving Prince George County.
- Is well rounded in exposure to local government operations, including planning and zoning and social services, among other areas.
- Excellent communications and interpersonal abilities, including the ability to listen effectively; is able to work with all types of people.



## EDUCATION AND EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- Juris Doctor degree from an American Bar Association accredited and approved law school.
- Sufficient experience in the practice of law to successfully accomplish the duties of the position of County Attorney. One to three (1-3) years of service as legal counsel in the public sector in Virginia is preferred.
- Membership in good standing with the Virginia State Bar and licensure to practice law in the Commonwealth of Virginia.
- Broad familiarity and experience with litigation, negotiations, contracts law, procurement law, social services law, and employment law with local government(s) of comparable size, complexity, and responsibilities as Prince George County, as well as knowledge of Virginia state law and government.
- Knowledge of the statutory requirements of local government in the Commonwealth of Virginia, including the Virginia Freedom of Information Act (FOIA) and the State and Local Government Conflict of Interests Act (COIA), and an understanding of the Dillon Rule and other unique attributes of Virginia's local governments.
- A demonstrated commitment to ongoing professional development through membership in Local Government Attorneys of Virginia, Inc. (LGA) and participation, including the Legal Office's staff, in conferences, seminars, and continuing legal education programs.
- Knowledge of the principles and practices of public administration, local and regional planning, land use actions and subdivision development, and the statutory authority and requirements of County government.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.





## COMPENSATION AND BENEFITS

Compensation for the position of County Attorney is dependent upon qualifications and experience. Benefits include health and dental insurance, vision, 457b, supplemental insurance, health savings account, flexible spending account, Virginia Retirement System, and group life insurance. Residency in the County is preferred (but not required) within one year.

## APPLICATION PROCESS

**First review of candidates will occur by October 17, 2025.** Applications received after that date may be considered until the position is filled. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to Berkley Group at [karen.edmonds@bgllc.net](mailto:karen.edmonds@bgllc.net). Questions may be directed to:

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For more information about Prince George County, Virginia, please visit <https://www.princegeorgecountyva.gov>.

Prince George County is an Equal Opportunity Employer and values diversity at all levels of its workforce.