



“People to match our mountains”
BUNCOMBE COUNTY, NORTH CAROLINA

Buncombe County, North Carolina is seeking a County Attorney.

The community boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you’ll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County was home to many indigenous towns primarily occupied by the Cherokee People, but was also home to other indigenous cultures like the Catawba People. Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, Nina Simone, Roberta Flack, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country’s largest privately owned residence, still owned by George Vanderbilt’s descendants and receives more than one million visitors every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continue to attract top-notch talent from around the world.





The Position: County Attorney

Buncombe County Government is hiring a County Attorney. This position is a key member of Buncombe County's leadership team and is appointed by the [Buncombe County Board of Commissioners](#). This position supports initiatives across all [County Departments](#) and their work toward the [2025 Strategic Plan](#) focus areas. We expect the first round of interviews to occur at the end of September, with in-person panel interviews to follow. We hope to have a hire in place in late October.

Candidates must be licensed to practice law in North Carolina by the date they start work. It is the candidate's responsibility to confirm this licensure by date of hire. For a list of states with which NC has comity, see here: [North Carolina Board of Law Examiners - States with which North Carolina has Comity \(ncble.org\)](#)

Purpose of the position:

This position is appointed by the Buncombe County Board of Commissioners. The purpose of this position is to act as legal counsel and advisor to the Board of County Commissioners, County Manager and Senior Staff serving as a subject matter expert in a variety of legal areas that typically pertain to municipal government.

Minimum Education, Training and/or Experience (required at time of hire): Juris Doctor Degree, and eight (8) years of experience in the practice of law, including work for local government; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

License or Certification Required by Statute or Regulation: North Carolina State Bar License is required by date of hire; Valid NC Driver's License

Essential Functions of the position:

- Provide County officials and departments with legal counsel to include research of issues presented and provision of legal opinions through oral and written response.
- Directs the preparation of ordinances, resolutions, and proclamations for the Commission; prepares other legislation affecting the County.
- Evaluate complex legal issues; advise appropriate County personnel on recommended or required course of action; issue legal opinions on behalf of the County; assist County staff and departments with legal inquiries or problems.
- Defend administration actions against the County by preparation of written County response.
- Draft and interpret complex legal documents including opinions, briefs, contracts, reports, correspondence, and other legal and non-legal documents.
- Answer legal inquiries from County officials; prepare legal opinions on the more complex matters concerning the powers and duties of various boards and commissions.
- Attend meetings of the County Commission, render legal advice upon request, and review the legal propriety of documents under consideration by the Commission or County administrative officials.
- Supervise and participate in litigation matters brought against the County or filed on behalf of the County.
- Develop and Implement Risk and Compliance Strategies: Analyze legal risks associated with County operations and develop strategies to mitigate them. Ensure compliance with federal, state, and local laws and regulations by advising County departments on risk management and compliance best practices. Conduct regular reviews and audits of County policies and procedures to identify potential areas of risk and recommend necessary changes to maintain legal and regulatory compliance.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- Knowledge of NC General Statutes, federal and state laws, rules, regulations, and procedures regarding county government.
- Knowledge of legal research and investigation methodology, judicial procedure, and rules of evidence.
- Knowledge of County organization, departments, and functions.
- Knowledge of the current literature, trends, and developments in the field of governmental law.
- Knowledge of the principles of supervision, organization, and administration.
- Skills in statutory interpretation and legal research analyses and writing.
- Ability to analyze legal aspects of governmental problems and to provide sound advice and assistance as needed.
- Ability to research and analyze facts, evidence, and legal instruments.
- Ability to present facts, law, and arguments clearly, logically, and persuasively.
- Ability to draft ordinances, regulations, policies, rules, opinions, and orders.

- Ability to analyze and solve legal problems and interpret laws and regulations affecting the County.
- Ability to direct and evaluate the work assigned personnel.
- Ability to interpret and apply laws and court decisions, and to use legal source material in technical research.

Job Title: County Attorney

Department: Legal

Hiring Range: \$123,029.40 - \$190,695.57

Compensation Grade: 3015

Pay Range: \$123,029.40 - \$190,695.57

Job Posting End Date: September 15, 2024

Posted Internally and Externally

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition, Buncombe County expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are an organization that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

To apply, visit [buncombecounty.org/careers](https://www.buncombecounty.org/careers)

