A unique opportunity exists to work in the Virginia Office of the Attorney General in the Financial Law & Government Support Section of the Government Operations & Transactions Division. We offer the challenge and opportunity of public service, work-life balance, and an attractive compensation package inclusive of paid time off, paid holidays, health/dental/life insurance, retirement and more.

**ASSISTANT ATTORNEY GENERAL (00349)**

**OFFICE OF THE ATTORNEY GENERAL**

**GOVERNMENT OPERATIONS & TRANSACTIONS DIVISION**

**FINANCIAL LAW & GOVERNMENT SUPPORT SECTION**

**DUTIES**: The attorney in this position will serve as both a general counsel and a litigation counsel capacity to the Virginia Department of Elections, the State Board of Elections, and other Virginia state agencies. Duties of this position include representing state agency clients in civil litigation and administrative appeals; providing legal guidance to state agency clients with respect to the legal risks of contemplated agency action; advising state agency clients with respect to developing and enforcing internal and external policies and procedures; and drafting official opinions for the Attorney General. This position is located in Richmond, Virginia, and has reporting responsibility to the Chief of the Financial Law & Government Support Section.

**QUALIFICATIONS**: Applicants must have graduated from an accredited law school and be admitted to the Virginia State Bar or be eligible for admission; excellent oral, written, public-speaking and other communication skills tailored to a variety of audiences; strong legal research and writing skills; and litigation experience and skills in both state and federal court.

**PREFERRED QUALIFICATIONS:** A minimum of 3 years of experience in the field of elections and voting rights and/or experience in litigating constitutional cases; demonstrated knowledge and expertise regarding election administration issues, voting rights and election law and policy.

**SALARY:** Salary commensurate with experience and qualifications.

**TO APPLY:**  Please apply on-line at <https://virginiajobs.peopleadmin.com>. Veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. **To ensure consideration, please submit application materials by Friday, July 26, 2019.**

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