



JOB OPENING FOR A Civil Attorney

FOR THE

Washington County Attorney's Office

\$104,966.89 to \$140,000 Annually Depending on Experience

FULL TIME WITH BENEFITS

Washington County is seeking a dedicated **Civil Attorney** to provide comprehensive legal services on behalf of the County and its officials. This position offers the opportunity to work on a wide range of civil matters, supporting County operations through legal counsel, litigation, and policy development.

Key Responsibilities

- Provide legal advice and counsel to County officials and departments on civil matters
- Conduct legal research and prepare formal legal opinions
- Draft policies, procedures, ordinances, resolutions, contracts, and other legal documents
- Advise on legal compliance and risk management issues
- Represent the County in civil litigation, including preparing pleadings, conducting discovery, and appearing in court or administrative proceedings
- Investigate cases, interview witnesses, and develop litigation strategies
- Attend public and departmental meetings as a legal resource
- Maintain accurate legal records and files
- Collaborate effectively with County staff, officials, and external agencies
- Perform related duties as assigned, including potential assistance with criminal matters

Qualifications

Education & Experience:

- Juris Doctor (JD) from an accredited law school
- Experience in civil law preferred, but not required

Requirements

- Licensed to practice law in the State of Utah, or ability to obtain licensure within six months of hire
- Must maintain membership in the Utah State Bar in good standing
- Valid Utah Driver's License required

Application and resume must be submitted online.

*Women & Minorities are encouraged to apply.
Washington County is an Equal Opportunity Employer*

