**Town of Waxhaw Human Resources Department**

**EMPLOYMENT OPPORTUNITY**

**Attention Applicants**: The Town of Waxhaw is seeking a skilled, detail-oriented Attorney to provide legal representation for all elected and appointed officials and Town departments on a part-time basis. Resumes must be submitted electronically to the Human Resources Department at [wdavenport@waxhaw.com](mailto:wdavenport@waxhaw.com), along with a Letter of Introduction to the Law Firm, resumes of other law partners, if applicable, as well as compensation requirements and other additional information the candidate would like to share. Candidates will be contacted regarding the status of submitted resumes. Criminal background checks required.

**Position Title:** Part-time Town Attorney, Town of Waxhaw

**Contract:** Commensurate with experience, negotiable

**Key Duties:** The Town Attorney provides legal representation for all elected and appointed officials and Town departments; provides the Town Board of Commissioners (Town Board) and the Town Manager with the legal advice and legal documents necessary to ensure that policy and objectives are compliant with State, Local and Federal law. This classification is appointed by and serves at the pleasure of the Town Board. This position is responsible for performing sensitive and complex legal matters and rendering advice and options to the Town Board, Boards and Commissions, the Town Manager, and others. Work is evaluated based on knowledge and demonstrated proficiencies, compliance with legal requirements and standards, and other performance criteria. The attorney prepares for and attends meetings of the Town Board, held twice monthly on the second and fourth Tuesdays at 6:30 pm, as well as the Planning Board Meeting held the third Tuesday of every month at 6:30 pm.

**Knowledge and Skill Requirements**: The Town Attorney must have a law degree from a recognized school of law and considerable professional legal and regulatory experience, preferably in a North Carolina local government setting. An equivalent combination of experience and education in private practice will be considered. The Town Attorney must be licensed to practice law in the State of North Carolina and must have completed the required CLE requirements.

**Posting Date:** March 4, 2024 **Closing Date:** March 22, 2024

**The Town of Waxhaw is an Equal Opportunity Employer  
Pre-Employment Drug Screen is Required**