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City of Charles Town  
**Job Posting**

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**Job Title: City Attorney**

**Position:** City Attorney

**Employer:** City of Charles Town, WV

**Application Deadline:** Open until filled

**Compensation:** \$84,906 - \$135,736 depending upon experience and qualifications (Pay Grade 11)

**To apply:** submit a completed city employment application to the City of Charles Town, Attn: Cindy Rezmer, Operations Director, PO Box 14, Charles Town, WV 25414. An applicant can supplement the application with their resume but may not submit as a substitute. Applications that are emailed to the city should be sent to [crezmer@charlestownwv.us](mailto:crezmer@charlestownwv.us).

**Description:** The City Attorney serves as the chief legal advisor to the City and is responsible for providing legal services to the City Council, the City Manager, all departments, employees, and City boards and commissions. Responsibilities include planning, staffing, and supervising the legal service needs of the City. The City Attorney represents the City in all legal proceedings; is responsible for the preparation and presentation of cases; renders legal opinions; prepares contracts, ordinances, resolutions, and leases; and assists in drafting proposed legislation for enactment by the state legislature on matters of interest to the City. The City Attorney defends the City in cases filed in county, state, and federal courts; manages the hiring and work of outside attorneys retained to provide legal services to the City; and represents the City in all cases filed in Municipal Court. Work is performed with independence in accordance with accepted practices. This class is responsible for performing related duties as required.

A complete job description and application are available for review at [www.charlestownwv.us](http://www.charlestownwv.us). The City of Charles Town is an Equal Opportunity Employer.