

ENERGY COMMISSION OF VIRGINIA

HIRING NOTICE – ATTORNEY POSITION

The Energy Commission is looking for an Attorney to join our team! The Energy Commission of Virginia (“Energy Commission” or “Commission”) is an independent, non-partisan legislative branch state agency that conducts studies related to energy policy and regulatory matters for the Virginia General Assembly. The Attorney position will entail drafting legislation, serving as Energy Commission counsel, and conducting research and policy analysis to support the work of the Energy Commission and members of the General Assembly. Study topics vary annually, which offers staff members the ability to research and make recommendations on a wide variety of important public policy issues.

Applicants must be able to research and analyze public policy issues relating to energy policy and regulatory matters for electric utilities, energy programs, energy affordability and energy reliability.

Duties and responsibilities:

- Conducting legal research;
- Drafting memos, presentations, and research reports;
- Drafting and reviewing legislation;
- Identifying important issues and recommendations based on study topics;
- Developing research findings to Commission members and legislators;
- Serving as legal counsel for the Commission;
- Meeting preparation;
- Other necessary administrative tasks.

Required Skills/Abilities:

- Excellent communication and interpersonal skills.
- Excellent drafting and writing skills.
- Demonstrated ability to learn new topics or subject matters.
- Strong legal research and analytical skills.
- Ability to engage in critical thinking and problem-solving.
- Ability to work independently and as part of a team.
- Excellent time management and organizational skills.
- Strong attention to detail and ability to meet deadlines.
- Ability to multitask and manage several projects simultaneously.
- Ability to adapt to new, different, or changing circumstances and requirements in an open and professional manner.
- Knowledge of the fundamentals of the legislative process.

Minimum qualifications:

- Graduation from an accredited law school;
- Member of the Virginia State Bar in good standing, or in the process of taking the bar after graduation.

Preferred qualifications:

- Knowledge of Virginia's legislative process;
- Experience in public policy analysis and development;
- Knowledge of energy law and regulatory procedures;
- One year of experience practicing energy law in Virginia.

Energy Commission staff members must successfully perform all duties in an objective, unbiased, and non-partisan manner while working both independently and as a team member. The position requires strong research, writing, analytical, and communication skills. Collaboration, time management, attention to detail, and critical thinking are also required. Some overnight travel and field work may be required.

As an agency in the legislative branch of state government, the Energy Commission offers flexible work schedules, a competitive salary, and excellent benefits. The Commission provides a full state benefit package, including competitive health, dental, and life insurance programs, pre-tax spending accounts, vacation and sick leave, and 13+ paid holidays. The Commission offers work-life balance with flexible work schedules in a hybrid office. Employees participate in a state retirement plan with options for tax-deferred retirement savings including employer matching. The state also funds a short- and long-term disability program.

Pay Range: Minimum starting salary range of \$90,000 to \$135,000. Offers will be made commensurate with experience. Experienced candidates will be considered on a case-by-case basis.

How to Apply:

To be considered for the Attorney position, applicants must submit the following documents to the attention of Carrie Hearne, Executive Director, via email at chearne@ceur.virginia.gov with the subject line "Job Application: Attorney Position" by 5:00 p.m. on Monday, August 17, 2026.

1. Cover Letter and Resume
2. Writing Sample (no longer than 4 pages, may be an excerpt)

This material must clearly demonstrate the applicant's qualifications and experience for the position.

Interviews will be scheduled as soon as possible. Please note in your cover letter if you have any constraints on your availability for late August or early September 2026. Interviews will be conducted in person unless accommodation is requested during the initial phone screen.

A background investigation will be conducted of final candidates as a condition of employment.

The Commission is an Equal Opportunity Employer and uses the E-Verify system to confirm employee eligibility to work in the United States.