



TOWN OF APEX

Town Attorney Recruitment Brochure





The Position

The Town Attorney serves as the chief legal advisor to the Mayor, Town Council, Town Manager, and Town departments, as well as various boards and commissions. This position plays a critical role in supporting the Town's mission and operations by providing reliable, timely, and solutions-oriented legal guidance. The Town Attorney is appointed by, serves at the pleasure of, and reports directly to Town Council.

Key responsibilities include:

- ▶ Providing expert legal advice to elected officials and town staff
- ▶ Drafting, reviewing, and negotiating ordinances, contracts, and policy documents
- ▶ Representing the Town in legal proceedings
- ▶ Attending Council and advisory board meetings
- ▶ Maintaining knowledge and understanding of how federal, state, and local laws, regulations, and court decisions are applied and affect local governments
- ▶ Anticipating legal issues proactively and offering practical solutions
- ▶ Leading and mentoring town legal staff while embodying the PEAK Principles of Performance, Empowerment, Accountability, and Knowledge
- ▶ Exercising independent judgement, initiative, discretion, and professionalism
- ▶ Upholding the values of integrity and excellence in public service

Priorities

Provide Strategic Legal Counsel

Offer timely, accurate, and solutions-focused advice to the Town Council, Town Manager, and department leaders on matters impacting Town operations, governance, and policy.

Ensure Legal Compliance Across the Organization

Monitor changes in federal, state, and local laws; ensure Town ordinances, policies, and procedures remain up-to-date; and guide departments in complying with regulatory requirements.

Support Effective Governance and Transparent Decision-Making

Advise the Town Council on legislative matters, board procedures, and public meetings/public records requirements; guide ethical practices and conflict-of-interest compliance to reinforce accountability and public trust.

Draft and Review Legal Documents

Prepare, review, and interpret contracts, ordinances, resolutions, development agreements, real estate documents, and intergovernmental agreements to protect the Town's interests.

Manage Litigation and Claims

Oversee all legal actions involving the Town, including civil claims, administrative proceedings, and code enforcement matters; coordinate and supervise outside counsel as needed.

Mitigate Risk and Protect Town Assets

Identify potential legal risks and offer proactive recommendations to minimize exposure and protect Town personnel, resources, and financial interests.

Support Land Use, Development, and Infrastructure Projects

Provide guidance on zoning, planning, development review, property acquisition, easements, and public infrastructure initiatives that are central to the Town's growth.

Build Strong Relationships and Advance Long-Range Goals

Collaborate with Town leadership and departments to understand operational needs and align legal strategies with the Town's vision and strategic priorities.

The Successful Candidate

The successful candidate for Town Attorney **must hold a Juris Doctor from an ABA-accredited university**, be licensed and in good standing with the North Carolina State Bar, or be eligible for comity licensure. This candidate will bring substantial experience in and knowledge of municipal law, including but not limited to land use, zoning, and labor law.

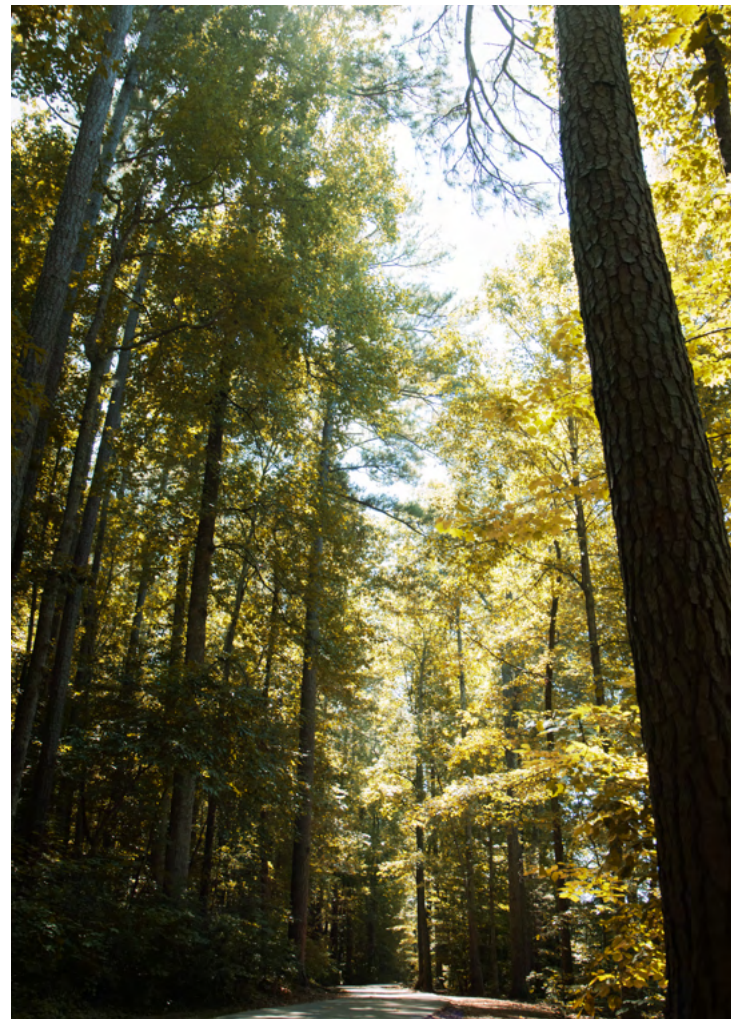
They will demonstrate sound judgement, ethical decision-making and a strong commitment to public service. In their daily work, they will communicate clearly and professionally with diverse audiences, striving to build strong working relationships rooted in trust and collaboration. They will serve as a strategic legal advisor, providing balanced, constructive counsel in a straightforward and thoughtful manner.

Inside The Town

The Town of Apex, which operates under the Council-Manager form of government, provides exceptional public service that cultivates opportunities for the individual and community to live, thrive, and reach their peak. The Town employs 721 benefitted positions (full and part-time) and 150 seasonal employees across 20 departments. With AAA bond ratings and excellent stewardship of tax dollars, the Town is a well-managed, fiscally responsible community. A tax rate of \$0.356 per \$100 of assessed tax value supports the budget. The Council's vision is a community unified in stewardship of the Apex small-town character and natural environment, for a future in which all succeed. The following strategic goals guide the Town's future:

- ▶ **A Welcoming Community:** Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.
- ▶ **High-Performing Government:** Deliver exceptional service, valuing an engaged workforce emphasizing efficiency, collaboration, innovation, and inclusion.
- ▶ **Economic Vitality:** Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.
- ▶ **Responsible Development:** Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.
- ▶ **Environmental Leadership:** Commit to sustaining natural resources and environmental well-being.

The community vision established in [Advance Apex: The 2045 Plan](#) guides the Town's strategic direction. "Peak Principles" of Performance, Empowerment, Accountability, and Knowledge drive an internal culture of excellence and service. The Peak Principles are summed up in a pledge: "We will perform at the highest level by empowering our peers, remaining accountable to each other and those we serve, and continuing the pursuit of knowledge." [Learn more about the Town of Apex here.](#)





The Community

Settled in the 1860s and incorporated in 1873, the Town of Apex was named for its location as the highest point on a 30-mile stretch of the Chatham Railroad line between Richmond, Virginia, and Jacksonville, Florida. Located in southwest Wake County, Apex grew rapidly in the 1990s with job creation in Research Triangle Park and nearby universities. Its population has surged from 5,500 in 1990 to more than 80,000 in 2025.

Now the 14th largest municipality in North Carolina, Apex is fondly known as “The Peak of Good Living.” Money Magazine ranked Apex the #1 Best Place to Live in the U.S. in 2015, citing strong jobs, excellent schools, and housing options. The town is less than 30 minutes from three Tier 1 Research universities: UNC-Chapel Hill, NC State, and Duke University.

Historic Downtown Apex, with multiple buildings on the National Register of Historic Places, blends small-town character with modern amenities. The Halle Cultural Arts Center, built in 1912, is both a reminder of the town’s history, and a modern-day hub for exhibitions, musicals, and plays.

With over 400 acres of parkland, Apex fosters an active community. Unique to the Town is a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate park. Families flock to the Kidstown Playground at Kelly Road Park, one of the few remaining wooden playgrounds in the area. In November 2023, the Town opened the largest park in the Town’s history – Pleasant Park! This 92-acre facility has welcomed over a million visitors with 6 multi-purpose fields, tennis, pickleball, and basketball courts, a dreamy 1.5-acre Enchanted Forest with 9 inclusive play villages for all ages and abilities, and so much more! Additionally, those seeking a physical challenge will love the town’s Elevate Fitness course (think Ninja Warrior) at the Apex Community Park.

Apex hosts dozens of festivals and events each year attracting thousands of attendees. PeakFest draws artisans from all over the state showcasing unique wares, while PeakCity Pig Fest attracts visitors to Downtown Apex from far and wide. The Town’s nighttime Christmas Parade is a seasonal highlight and another beloved tradition. The town also celebrates its diverse community with cultural events such as the Latino Arts Festival, Black History Month, Indigenous Peoples Day, Women’s History Month, Juneteenth, Pride, and Holi.

Quick Facts

- ▶ **Population:** 85,192
- ▶ **Median Household Income:** \$143,135
- ▶ **Median Home Value:** \$630,000
- ▶ **Median Age:** 36

How To Apply

Candidates should submit:

- ▶ A cover letter explaining their interest in the position and the Town of Apex
- ▶ A current resume
- ▶ Five professional references
- ▶ A writing sample

The writing sample must be written without the assistance of AI, should be limited to 20 pages or less, and demonstrate the ability to provide recommendations to leadership based on an analysis of relevant information. It can be from a current or previous employer, or newly created based on review of the Town of Apex's website and recruiting materials.

All materials will be handled confidentially and should be addressed to **Karmen McGee**, *Human Resources Director*, at karmen.mcgee@apexnc.org.

Recruitment Timeline

The position posting will remain **open until filled**. Early applications are encouraged, and priority consideration will be given to candidates **who apply before May 31st, 2026**.

Questions

Please direct questions to humanresources@apexnc.org or (919) 249-3420.

